DOCUMENT RESUME

ED 126 767 HE 007 413

TITLE Hartwick College Faculty Manual.
INSTITUTION Hartwick Coll., Oneonta, N.Y.
PUB DATE 75
NOTE 58p.

EDRS PRICE MF-$0.83 HC-$3.50 Plus Postage.
DESCRIPTORS Administrative Organization; *Administrative Policy; Administrator Responsibility; *College Faculty; Committees; *Governance; *Higher Education; Job Tenure; *Personnel Policy; *Private Colleges
IDENTIFIERS *Faculty Handbooks; Hartwick College; New York

ABSTRACT

The 1975 Hartwick College faculty handbook describes functions and responsibilities of the board of trustees, president, dean, chairman of the faculty, department chairmen, chairman of interdisciplinary and nondepartmental curricula, and contains "The Faculty Rules and Procedures" including functions of standing committees. Chapters on the faculty as teacher and advisor and as employee, present responsibilities, benefits, and personnel policies, e.g., employment and tenure (JT)

****
* Documents acquired by ERIC include many informal unpublished *
* materials not available from other sources. ERIC makes every effort *
* to obtain the best copy available. Nevertheless, items of marginal *
* reproducibility are often encountered and this affects the quality *
* of the microfiche and hardcopy reproductions ERIC makes available *
* via the ERIC Document Reproduction Service (EDRS). EDRS is not *
* responsible for the quality of the original document. Reproductions *
* supplied by EDRS are the best that can be made from the original. *
****

ED126767

HARTWICK COLLEGE

FACULTY MANUAL

U S DEPARTMENT OF HEALTH,
EDUCATION & WELFARE
NATIONAL INSTITUTE OF
EDUCATION

THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL NATIONAL INSTITUTE OF EDUCATION POSITION OR POLICY

HE 007 413

ONEONTA, NEW YORK

REVISED JULY, 1975

INTRODUCTION

This manual includes policies and procedures on a variety of subjects of interest to the Faculty. These policies and procedures are established by various decision-making bodies at Hartwick: The Faculty, faculty committees, the Board of Trustees, and the Administration. Sometimes policies are determined by outside agencies, such as, The Regents of the University of the State of New York, the State Education Department or the State Legislature. These various bodies, of course, have the right to make modifications in areas of policy under their jurisdiction; changes will be reported to the Faculty in supplements to the Faculty Manual as they occur.

Each faculty member should keep the manual up-to-date by inserting the supplements in appropriate places and removing out-dated materials.

Carol A. Hawkes
Vice President for Educational Affairs
and Dean of the College
July 1975

TABLE OF CONTENTS

Chapter		Page
	Introduction	
I.	The Board of Trustees	1
II.	The President	1
III.	The Dean of the College and Vice President for Educational Affairs	1
IV.	Chairman of the Faculty	2
V.	Faculty Membership and Authority	3
VI.	Faculty Departments	4
VII.	Chairman of Interdisciplinary and Non-Departmental Curricula	5
VIII.	Hartwick College Faculty Rules of Procedure	6
IX.	Functions of Standing Committees	14
	A. Academic Standards	15
	B. Admissions and Financial Aids	15
	C. Athletics	16
	D. Committees	17
	E. Convocations	17
	F. Faculty Salaries and Budget	17
	G. Individual Student Programs	18
	H. Interdisciplinary and Non-Departmental Curricula	18
	I. Library	18
	J. Planning Council	18
	K. Student Affairs	19
	L. Teacher Education	19
X.	The Faculty Member as a Teacher and Advisor	20
	A. Attendance at formal academic occasions	20
	B. Academic Load	20
	C. The Teacher in the Classroom	20
	D. Comprehensive Examinations and Senior Theses	23
	E. Departmental Honors	24
	F. The Teacher as Advisor	25
XI.	The Faculty Member as an Employee	25
	A. Ranks	25
	B. Conditions and Terms of Employment	25
	C. Academic Freedom and Tenure	26

Chapter		Page
	D. Retirement	30
	E. Outside Employment	30
	F. Salaries	31
	G. Summer Sessions Policies	31
	H. Fringe Benefits	31
	I. Promotions	37
	J. Leaves	38
	K. Faculty Resignations	40
	L. Nepotism	40
XII.	Hartwick College Library	41
XIII.	Student Life	41
XIV.	Business Procedures	44
XV.	Data Processing Center	45
XVI.	Social Activities	46
XVII.	Motor Vehicle Regulations	46
	Organizational Charts	47
	Index	52

CHAPTER I THE BOARD OF TRUSTEES

The corporate authority of Hartwick College is vested in the Board of Trustees of 25 members. The Board consists of three alumni of Hartwick College, three residents of the City of Oneonta or its immediate environs, three parents of students in the sophomore, junior and senior classes, one from each class and sixteen members at large.
(Article I, Bylaws of Hartwick College, hereinafter referred to as "ByLaws.")

The Board of Trustees establishes and maintains the policies under which the College operates, oversees its financial affairs, and elects a President who heads the College Administration.

Provision is made for members of the Board, Faculty, staff and students to serve on committees of the Board of Trustees. (Bylaws, Article VII, Section 1)

CHAPTER II THE PRESIDENT

The President is appointed by the Board of Trustees. He is the chief executive officer of the College and has the responsibility for the administration of the College. Under the direction of the Board of Trustees, he shall have the general powers and duties of supervision and management of the property and affairs of the College, including the educational activities of the College and all the other officers and staff of the College shall be directly accountable to him.

In the event of the absence of the President, the Dean of the College acts in his stead as chief officer. (Approved Board of Trustees, October 4, 1974)

CHAPTER III THE DEAN OF THE COLLEGE AND VICE PRESIDENT FOR EDUCATIONAL AFFAIRS

The Dean of the College and Vice President for Educational Affairs reports directly to the President of the College. The responsibilities are:

A. The overseeing and coordination of all educational programs of the College.

B. Long-range planning in the area of educational policy and curriculum development and work with the Faculty, appropriate Faculty committees, the Office of Institutional Research and the Financial Offices to these ends.

C. Working with the Faculty and Staff in matters relating to their professional responsibilities, to include an active role in encouraging and assisting them in the maintaining of high levels of professional competency.

D. Recommending to the President in areas related to hiring of professional staff, promotion, tenure and salaries.

E. Coordination of the responsibilities of the office with the areas of Development, Financial Affairs, and Public Relations, to include maintaining an active communication with the community-at-large regarding educational activities and policies of the college as requested by community organizations, the President of the College, or the offices of Development and Public Relations.

F. Participation in planning the annual budget of the college and coordinating with the Office of Financial Affairs expenditure of funds in areas affecting the jurisdiction of the office.

G. Delegation of responsibilities of the office as may be deemed necessary.

H. Carry out additional responsibilities as may be deemed necessary by the President of the College.

I. To assume the responsibilities of the President of the College in his absence.

J. Serves as an ex-officio member of all faculty committees.

K. In cases of short-term absences to recommend to the President the person to assume the responsibilities of the office.

CHAPTER IV CHAIRMAN OF THE FACULTY

He shall be elected in the spring and take office the following fall of even numbered years. He will be elected from among the full-time teaching faculty for a term of two years with one consecutive re-election possible. The holder of this position will assume half-time teaching and half-time administrative responsibilities for the duration of the office. Funds will be made available to provide a half-time teaching replacement for the Chairman in his/her department.

In the implementation of established college policy, the Chairman of the Faculty will be responsible to the Vice President for Educational Affairs; in the developing of new policy, he will be responsible to the Faculty.

The resources of the Office of Educational Affairs will be available to him in carrying out his duties. Should his responsibilities as Chairman of the Faculty require his involvement during the summer, appropriate financial arrangements will be made.

The Chairman of the Faculty will assume the following responsibilities:

A. Chair all Faculty Meetings.

B. Arrange, in consultation with the Vice President for Educational Affairs and the Faculty Council, the agenda for Faculty Meetings.

C. Serve as Chairman of the Faculty Council.

D. Meet regularly with the Vice President and Deans to discuss educational policy, curriculum, etc.

E. Meet regularly with the President's Advisory Council.

F. Serve as ex-officio member of all faculty committees.

G. Coordinate an annual review and evaluation of the work of all faculty committees.

H. May serve as intermediary at the request of a member of the faculty, administration, or student body in a grievance case.

(Approved by the Board of Trustees, October 4, 1974)

CHAPTER V FACULTY MEMBERSHIP AND AUTHORITY

Faculty membership is specified in the Rules of Procedure of the Hartwick College Faculty (refer to Chapter VIII, Section 1).

Subject to other provisions in the College Bylaws, and to the ultimate authority of the Board of Trustees, the Faculty shall have the responsibility to set academic standards, modify the existing curriculum, develop new courses of study, and fix requirements for graduation. In all other matters pertaining to the academic interests of the College, the Faculty shall have the authority to make recommendations to the President, and through him to the Board of Trustees. (Bylaws, Article VIII, Section 2 as revised February, 1975)

The Faculty and Board of Trustees have both endorsed the "Statement on Government of Colleges and Universities" as prepared by the American Council on Education, the American Association of University Professors, and the Association of Governing Boards of Universities and Colleges.

When a member of the Faculty accepts an appointment from the Board of Trustees, he thereby contracts to conform to all regulations adopted by the Faculty and Board. Members of the Faculty are expected, as part of their normal work, to serve on such committees as the President or Faculty may designate, and to give of their time freely to students. Teachers should post publicly a regular schedule of conference hours so that students may know when they are available for counsel and assistance.

CHAPTER VI FACULTY DEPARTMENTS

The Faculty consists of seventeen academic departments:

Art
Biology and Geology
Chemistry
Economics
Education
English
History
Mathematics
Modern and Classical Languages
Music
Nursing
Philosophy and Religion
Physical Education
Physics
Political Science
Psychology
Sociology and Anthropology

Appointments to the chairmanships of departments are made by the President of the College in consultation with the Dean of the College, effective for periods of three years. The term of office usually extends from April 1 of the year of appointment until March 31 of the year in which the term of office expires. An exception may occur in the event that a new faculty member is appointed as a department chairman in which case his term begins with his date of employment at the college which is usually September 1. The principle of rotation may be employed.

Responsibilities of chairmen of departments:

A. To supervise the instruction of the department.

B. To recommend course changes to the Division.

C. To hold regular departmental meetings.

D. To supply departmental material on courses to the Dean of the College for the college catalog.

E. To cooperate with the Dean of the College and division chairman in seeking, interviewing, and evaluating candidates for the departmental staff, and to make recommendations to the Dean of the College for submission to the President.

F. To cooperate with the Dean of the College is assigning classes, balancing the size of the classes, and coordinating the work among sections of the same course.

G. To prepare a departmental budget, which is given to the Dean of the College for submission to the Director of Business Affairs and Budget, who in turn submits it to the President.

H. To submit requisitions for needed departmental expendable supplies and instructional equipment to the Business Office, and to arrange for any part-time student help.

I. To approve, after consultation with the departmental staff, books, and materials for departmental courses, and to keep the Bookstore informed of these requirements.

J. To approve and submit requisitions for new book purchases for the Library through the Library Staff.

K. To supervise the organization of course syllabi and their revision, and when requested, to submit a copy of each course syllabus to the office of the Dean of the College.

L. To take an annual inventory of supplies and equipment.

M. To submit reports to the Dean of the College upon request.

N. To review and evaluate periodically members of his department for the purpose of making recommendations for promotions, tenure and separation.

O. To advise and counsel students in his department. He may assign students to faculty members in his department for advising and counseling purposes, but the ultimate responsibility is his.

When members of the teaching faculty are assigned to administrative duties, the tenure pertaining to the teaching faculty is not applicable to the administrative functions.

CHAPTER VII — CHAIRMAN OF INTERDISCIPLINARY AND NON-DEPARTMENTAL CURRICULA

The Chairman is appointed by the President of the College in consultation with the Dean of the College, ordinarily from among the full-time Hartwick teaching faculty. He will teach departmental courses but will be expected to teach interdisciplinary courses as well. However, his total teaching load will be reduced by one course per year, as is the policy with department chairmen, he will receive an additional yearly stipend similar to that received by department chairmen, and he will normally be appointed for a three-year term.

The chairman's specific duties shall include the following:

A. To supervise the offering of interdisciplinary and non-departmental courses (does not include divisional courses).

B. In conjunction with the Committee on Interdisciplinary and Non-Departmental Curricula, to formulate a theory of interdisciplinary study, and to develop a sound program of interdisciplinary study based upon that theory.

C. To recommend course changes to the Committee on Interdisciplinary and Non-Departmental Curricula and to the Divisions.

D. To serve as chairman of the Committee on Interdisciplinary and Non-

Departmental Curricula.

E. To supply material on interdisciplinary courses to the Dean of the College for the college catalog.

F. In consultation with the Dean of the College, the Committee on Interdisciplinary and Non-Departmental Curricula, and the appropriate division and department chairmen, to make staff assignments for interdisciplinary courses.

G. To work with the Committee on Interdisciplinary and Non-Departmental Curricula in preparing a budget and in distributing funds to the various interdisciplinary courses.

H. To approve and submit requisitions for new book purchases through the library staff.

I. To submit reports to the Dean of the College upon request.

J. To review and evaluate periodically faculty members' work in interdisciplinary teaching and to have a voice in recommendations regarding promotions, tenure decisions, and salaries.

K. With the committee, to review regularly the operation of program and of his office, and to recommend changes in the light of experience.

(Adopted by the Board of Trustees, February 2, 1973)

CHAPTER VIII

HARTWICK COLLEGE FACULTY
RULES OF PROCEDURE
Includes Revisions to June 1975

Preamble

The Faculty of Hartwick College, Oneonta, New York under the authority vested in it through the Bylaws of the College, shall conduct its business according to the following rules of procedure.

Article One

Membership

Section 1. -- As provided in Article VIII, Section 1, of the Hartwick College Bylaws, "the Faculty shall consist of the President, the Dean of the College, the full-time members of the instructional staff, and such others as are deemed, in exceptional cases, appropriate by the President." These others are Dean of Special Programs, Associate Dean of Special Programs, Coordinator of Institutional Research, Director of Museums and professional members of the Library staff.

Voting members of the Faculty consist of full time members of the teaching faculty including persons on leave and full time replacements serving for an entire academic year, members of the professional library staff, and administrators designated by the President as members of the Faculty. Excluded from voting membership are persons serving for only one or two terms of an academic year and part-time teachers.

Article Two

Officers

Section 1. -- The Chairman of the Faculty, shall preside over meetings of the Faculty or designate a replacement to preside in his place.

Section 2. -- The Registrar of the College shall serve as Secretary to the Faculty. The Secretary to the Faculty shall keep minutes of all meetings. Minutes shall be kept on file by the Secretary and shall be available for inspection by all members of the Faculty and Board of Trustees.

Article Three

Meetings

Section 1. -- The Faculty shall hold at least two regular meetings during each ten-week term of the academic year. The President, The Dean of the College or the Chairman of the Faculty may call special meetings of the Faculty. Upon written request of at least ten members of the Faculty, a special meeting of the Faculty shall be called by the President, the Dean of the College or Chairman of the Faculty.

Section 2. -- To transact business at a meeting of the Faculty, a quorum shall be present. A quorum shall consist of fifty voting members of the Faculty as defined in Article One.

Section 3. -- Agenda for meetings of the Faculty shall be prepared by the Chairman of the Faculty in consultation with the Dean of the College and Faculty Council. The Faculty Council may, by majority vote, include items of business on the agenda. Business not included on the agenda may be introduced from the floor by any member of the Faculty under New Business at any regular meeting.

Section 4. -- Except in cases of special regulations having been adopted in these Rules of Procedure or at official meetings of the Faculty, business shall be transacted in accordance with Robert's Rules of Order.

Section 5. -- Special regulations pertaining to the conduct of faculty meetings.

A. Proxy votes may not be cast during faculty meetings.
(Faculty Minutes, May 9, 1969)

B. Faculty Meetings during the academic year will be held every two weeks on Mondays, from 5:00 p.m. to 6:30 p.m.
(Faculty Minutes, November 1, 1973)

C. Whenever a motion to adjourn or to lay on the table is made it shall be in order for objections to be made, the time to be no more than one minute and for rebuttals to be made to the objections, for no more than one additional minute.

(Faculty Minutes, February 4, 1974)

D. Procedures for faculty elections utilizing the ecclesiastical ballot:

A majority vote is required for election on any ballot.

First ballot. -- On the first ballot each faculty member may vote for one person for each position to be filled, but may not cast more than one vote for any one candidate.

Second ballot. -- The second ballot shall consist of the names receiving the highest number of votes on the first ballot so that there are three times as many nominees as there are vacancies remaining. The numerical results for these nominees on the first ballot shall be announced before proceeding to the second ballot.

Third ballot. -- The third ballot shall be the same as the second except that there shall be twice as many nominees as there are vacancies remaining.

Fourth and succeeding ballots. -- On the fourth and succeeding ballots the name of the person receiving the fewest number of votes in the third and succeeding ballots shall be dropped until an election occurs for each vacancy.

(Adopted March 4, 1974, Faculty Minutes)
(Revised May 13, 1974, Faculty Minutes)

Article Four

Faculty Organization

Section 1. -- Academic departments of the Faculty shall be organized into three divisions: Humanities (Art, English, Modern and Classical Languages, Music, Philosophy and Religion), Physical and Life Sciences (Biology and Geology, Chemistry, Mathematics, Nursing, Physics), and Social and Behavioral Sciences (Economics, Education, History, Political Science, Psychology, and Sociology and Anthropology).

a. Divisions are responsible for (1) considering curricular matters which involve more than one department, (2) establishing requirements for majors within a division, (3) reviewing proposals for adding and dropping courses to avoid duplication and overlapping, (4) making judgments concerning programs deemed essential for the liberally educated student and recommending such judgments to the Faculty Council and to the Faculty.

b. Members of each division shall elect a chairman and a vice chairman from among the senior professors, professors, and associate professors in the division. A faculty member shall be eligible to serve immediately upon formal notification that he or she has been promoted to the rank of associate professor or higher. Election shall be by secret ballot without nominations. A majority of votes cast shall be necessary for election. A division chairman shall be elected for a two-year term in March of even-numbered years. He or she shall serve from April 1 of the year elected through March of the second year. A division vice chairman shall be elected in the same manner as the chairman for a two-year term in March of odd-numbered years. He or she shall serve from April 1 of the year elected through March of the second year. Neither the chairman nor vice chairman shall serve in his or her respective office for more than two consecutive terms.

c. The duties of the division chairman shall be (1) to act as liaison between the members of the division and the Dean of the College in making and receiving recommendations affecting subject fields within the division and (2) to assume leadership in helping the division to discharge its responsibilities as stated above. (Nothing in the statement of duties of the division chairman is intended to deprive any member of the Faculty of the right to discuss with the Dean of the College or the President any matter affecting the member's duties or personal welfare.)

d. The duties of the division vice chairman shall be (1) to serve in the absence of the division chairman as presiding officer of the division, (2) to assume the position of chairman for the balance of the term if the chairman should vacate his office, and (3) to advise the chairman regarding divisional matters. If the position of vice chairman should become vacant, a new vice chairman shall be elected by the division to serve for the balance of the term. A vice chairman elected to serve for a portion of a term shall be eligible for election as vice chairman to two subsequent and consecutive terms.

e. Each division shall hold at least one regular meeting during each ten-week term of the academic year. Upon written request of at least five members of a division, the chairman shall call a meeting of the division. Minutes shall be kept and copies sent to the President, Dean of the College, Chairman of the Faculty and Secretary to the Faculty. The Secretary to the Faculty shall keep on file minutes, which shall be available for inspection by any member of the Faculty or Board of Trustees.

Section 2. -- The Faculty Council shall consist of the President, the Dean of the College, the Chairman of the Faculty (Chairman), one tenured faculty member elected by each of the three divisions, and three faculty members elected by the Faculty at-large. A faculty member shall be eligible to serve as a divisional representative immediately upon formal notification that he or she has been granted tenure.

The term of office for membership on the Council shall be two years. Elections shall be conducted in the month of March; the election of members by the divisions shall take place in even-numbered years, and by the Faculty at-large in odd-numbered years. Terms shall begin on April 1. A member shall be ineligible to serve more than two consecutive terms. The Council shall elect from among its members a secretary who shall keep minutes of all meetings.

The Council shall hold at least three meetings during each ten-week term of the academic year to discuss interdivisional problems, committee reports, curricular matters, academic policies, and long range academic planning. The Council shall act upon recommendations from divisions, departments, and committees regarding changes in curricula and shall recommend to the Faculty proposed changes in graduation requirements. The Council shall advise the Chairman of the Faculty in the preparing of agenda for meetings of the Faculty.

Article Five

Standing Committees

Section 1. -- There shall be the following standing committees and such others as shall be established from time to time:

Academic Standards
Admissions and Financial Aids
Athletics
Committees
Convocations
Faculty Salaries and Budget
Individual Student Programs
Interdisciplinary and Non-Departmental Curricula
Library
Planning Council
Student Affairs
Teacher Education

Section 2. -- There shall be six faculty members on each standing committee, except for the Committee on Teacher Education and for the Committee on Interdisciplinary and Non-Departmental Curricula during the Fall and December Terms. Members of the administration without faculty status shall be ineligible to serve on standing committees, although they may meet with committees in an advisory capacity with the exception of the Vice President for Planning and Development who shall be a voting member of the Planning Council. Each faculty member of a standing committee, except for the Planning Council and the Committee on Interdisciplinary and Non-Departmental Curricula, shall be elected for a two-year term. No member of the faculty shall be eligible to serve on the same standing committee for more than two consecutive terms.

Terms shall be staggered so that three new members are elected each year according to the procedure described in Sections Three, Six and Seven. Each member's term shall begin at the opening of the Fall Term, except for the Committee on Interdisciplinary and Non-Departmental Curricula. In the case of the Committee on Interdisciplinary and Non-Departmental Curricula, each member's term shall begin at the opening of the Fall Term and shall expire at the end of the Third December Term following election.

Each standing committee shall elect from among its members a chairman who shall serve in that capacity for one year except in the case of the Committee on Interdisciplinary and Non-Departmental Curricula the chairman is appointed by the President in accordance with a policy adopted by the Board of Trustees on February 2, 1973. (See Chapter VII)

The President, Dean of the College and Chairman of the Faculty shall be ex officio members of all standing committees. The Registrar shall be an ex officio, non-voting advisory member of the Committee on Academic Standards; he shall coordinate the work of the Committee and implement its decisions.

No member of the professional library staff shall be chairman of the Committee on Library, nor shall any member of the Department of Physical Education be chairman of the Committee on Athletics.

Section 3. -- The Committee on Committees shall be elected in April of each year. Each division shall elect one member to the Committee. The Faculty shall elect the other three members at large. Election shall be by secret ballot without nominations. A majority of votes cast shall be necessary for election. One week prior to the May meeting of the Faculty, the Committee on Committtees shall publish a slate of candidates for committee memberships which are to be filled. At the May meeting, nominations may also be made from the floor. Election shall be by written ballot; a majority vote of those voting shall be necessary for election.

Section 4. -- The Chairman of the Faculty Committee on Committees shall transmit to the Chairman of the Board of Trustees nominations for faculty memberships on Trustee committees. The Faculty shall each fall, no later than November 1, select its list of nominees at a faculty meeting. The Committee on Committees shall each fall draw up a slate of candidates for faculty positions on trustee committees consisting of one and one-half times as many names as there are faculty places to fill. This slate shall be published at least one week prior to the meeting of the Faculty at which the election is to take place. Nominations may also be made from the floor. The Faculty shall elect a slate consisting of one and one-half times as many names as there are faculty places to fill.

Section 5. -- The Student Senate may elect two students to serve for one-year terms on each of the following committees: Academic Standards, Admissions and Financial Aids, Athletics, Interdisciplinary and Non-Departmental Curricula,

Library, Planning Council, and Student Affairs. The Student Senate may elect four students to serve for one-year terms on the Committee on Convocations. The term of students on these committees shall coincide with faculty terms, which begin with the fall term. (See Section Two) Student members shall have all of the rights, privileges and responsibilities of faculty committee members, including the right to vote. Two officers of the Student Senate shall serve ex officio non-voting members of the above committees. Student positions on faculty committees must be filled by October 1; if a given position is not filled by the Student Senate by that deadline, the position shall remain vacant until the next Fall Term. In the event that a vacancy occurs during the term of office, e.g., through resignation, withdrawal from college, participation in off-campus programs, and so on, the Student Senate shall have an opportunity to fill that vacancy for the balance of the term of office.

Section 6. -- The Committee on Teacher Education shall consist of six elected members and the Chairman of the Department of Education who shall serve ex officio.

Section 7. -- The Planning Council shall consist of the President, the Dean of the College, the Chairman of the Faculty, the Vice President for Planning and Development, one faculty member elected by each of the three divisions and three faculty members elected by the Faculty from a slate of six faculty members nominated by the Committee on Committees, and two students. The term of office for membership on the Council shall be two years; elections shall be conducted in the month of May; the election of members by the divisions shall take place in odd-numbered years, and by the Faculty at-large in even-numbered years; a member shall be ineligible to serve more than two consecutive terms. Each member's term shall begin at the opening of the Fall Term.

Section 8. -- Each standing committee shall hold at least one regular meeting during each ten week term of the academic year. Additional meetings may be called by the chairman or shall be called upon written request of at least three committee members.

Section 9. -- Standing committees shall deal with matters coming under their jurisdiction as set forth in the Faculty Manual. Each committee shall annually review its statement of responsibilities and functions and report to the Faculty any recommendations to modify functions and responsibilities.

Section 10. -- Written minutes of all committee meetings shall be kept. Copies shall be sent to the President, Dean of the College, Chairman of the Faculty and the Secretary to the Faculty. The Secretary shall keep minutes on file for inspection by members of the Faculty and Board of Trustees. Each standing committee shall report to the Faculty at least once during each academic year.

Section 11. -- In the event of a vacancy on a standing committee, a candidate to complete the unexpired term shall be nominated by the Committee on Committees for consideration by the Faculty at its next meeting. Members of the Faculty who complete such an unexpired term shall be eligible for election to a full term.

Article Six

Special Committees

Section 1. -- Special committees may be appointed by the President in consultation with the Dean of the College. Special committees may also be established by vote of the Faculty. The President and Dean of the College shall be ex-officio members of all special committees and shall be sent minutes of all meetings.

Section 2. -- The Committee on Appointments, Tenure and Promotion which is an advisory committee to the President, shall consist of the Dean of the College (Chairman), Chairman of the Faculty(ex-officio), and four tenured members of the Faculty who hold the rank of senior professor or professor. A faculty member shall be eligible to serve immediately upon formal notification that he or she has been promoted to the rank of professor. The term of office of this committee for a member of the Faculty shall be two years and no member of the Faculty shall be eligible to serve on the Committee for more than two consecutive terms. The Faculty shall elect two of their members each May by secret ballot. A majority of votes cast shall be necessary for election. At all times there shall be on the Committee a representative from each division of the faculty (Humanities, Physical and Life Sciences, and Social and Behavioral Sciences), and elections shall be conducted in such a manner as to achieve this requirement. In the event of a vacancy, the Faculty shall elect a candidate at the earliest opportunity.

Section 3. -- The Committee on Appointments, Tenure and Promotion shall receive recommendations for promotion, tenure and severance in writing from the chairmen of all instructional departments. Chairmen shall consult with tenured members of their departments before making recommendations. The Committee on Appointments, Tenure and Promotion shall meet with the President, and consult with each chairman before making final decisions. Each chairman shall be apprised of Committee decisions concerning his department prior to decisions being announced. If the President vetoes a Committee's decision, he shall explain to the Committee his reasons for his decision. Instructors whose contracts are not renewed are to be given reasons, if they request them, in confidence, by a member of the Committee if it has voted for severance or by the President if he has reversed a Committee decision to retain an instructor.

The Committee on Appointments, Tenure and Promotion shall from time to time review policies and procedures for recruiting and appointing faculty as well as administrative members whose positions pertain directly to academic affairs. This statement applies to all faculty positions, department chairmen, and administrative positions such as Dean of the College, Dean of Special Programs, Associate Dean of Special Programs, the Registrar, the Director of Admissions, the Director of Libraries, the Director of Musuems, and the

Director of Audio Visuals.

When vacancies for the above positions occur, the Committee shall be informed by the Dean of the College or the President. Members of the Committee shall be consulted if possible when candidates are under consideration. Committee members may submit recommendations concerning candidates to the Department Chairmen, Chairman of the Faculty, Dean of the College and/or the President.

Article Seven

Amendments

Section 1. -- The Faculty may amend these Rules of Procedure by a majority vote of the members if the proposed change has appeared on the published agenda at least five days prior to the meeting.

Section 2. -- The Faculty may amend these Rules of Procedure by a ninety-nine percent majority at any regular meeting.

(Rules of Procedure Adopted by Faculty, April 22, 1969)

CHAPTER IX FUNCTIONS OF STANDING COMMITTEES

Committee members are elected by the Faculty in accordance with the Faculty Rules of Procedure. Members of the Administration without faculty membership do not serve as regular members of committees; however, they frequently meet with committees in an advisory capacity.

The President and Dean of the College and Chairman of the Faculty are ex officio members of all committees and receive notices of their meetings and minutes of their proceedings. Minutes of all meetings are also sent to the Secretary to the Faculty (Registrar), who keeps a permanent file.

When standing committees of the Faculty make policy decisions in behalf of the Faculty, these decisions shall be published through campus mail. Publication is construed as notification of the Faculty.

When a faculty member believes that the Committee has exceeded its authority and/or raised questions of principle which should be further evaluated, then the faculty member may request that the matter in question be placed on the agenda of the next faculty meeting. This request must be made within ten days of the publication of the decision. The request for inclusion on the Faculty agenda should be made to any of the following:

President of the College
Dean of the College
Chairman of the Faculty
Secretary to the Faculty
Secretary of Faculty Council

(Faculty Minutes, April 6, 1970)

A. Academic Standards

The Committee on Academic Standards shall act for the Faculty in matters pertaining to the evaluation and credit system and the student's relationship to this system, and shall develop and amend policies and procedures pertaining to this general area, examples of which are:

1. Considering students for academic dismissal.
2. Considering faculty requests for grade changes.
3. Acting as the representative body of the Faculty to authorize individual exceptions to specific college policies such as:
   a. final year is residence rule
   b. meeting of area requirements for graduation
   c. waiving standard requirements for attendance at other institutions for credits
4. Considering and implementing policies on transfer of grades, honor points, etc.
5. Exercising jurisdiction over types of transcript entries. Nothing in this statement shall be construed to be authorizing the Committee on Academic Standards to alter grades or to change faculty policies.
6. Reviewing academic policies pertaining to class standings and other statistical grading information.

The Committee shall review academic regulations and shall recommend to the Faculty changes in Faculty rules (or "regulations") concerning the evaluation and credit system, graduation requirements, and related matters.

(Faculty Minutes, January 18, 1971)

The Committee on Academic Standards shall implement the following faculty policy:

> A student should have protection against prejudicial and capricious grading. The following policy is established for reviewing complaints about end-of-term grades: the student shall first consult the professor involved; if no agreement is reached, the student may then bring his case to the Committee on Academic Standards. The Committee shall serve as a review board, and if a change seems justified, the Committee shall be empowered to recommend to the professor a change of grade.
>
> (Faculty Minutes, May 14, 1970)

B. Admissions and Financial Aids

The Committee serves as a liaison between the Director of Admissions and the Faculty. Recommendations, suggestions, and ideas relating to admission are considered by the Committee. Goals, policies, and procedures are established by the Committee in consultation with the Director of Admissions.

The Director of Admissions implements policies; the Committee is available to assist in policy interpretation.

All requests for readmission are received and reviewed by the Director of Admissions and his staff. Petitions asking to return from voluntary withdrawal or academic dismissal are acted on by the Committee. When discussing cases, the Dean of the College or his representative frequently meets with the Committee.

The Committee has a similar liaison function between the Director of Financial Aids and the Faculty. Recommendations, suggestions, and ideas relating to Financial Aid are considered by the Committee. Goals, policies and procedures are established by the Committee in consultation with the Director of Financial Aids and the Vice President for Financial Affairs.

The Director of Financial Aids implements policies; the Committee is available to assist in policy interpretation.

C. Athletics

The Faculty is responsible for determining policies and procedures through the Committee on Athletics. The President of the College has final responsibility for execution and enforcement, including control over the athletic budget.

(Board of Trustees, February 4, 1956)

The Faculty, through the Committee on Athletics, in coordination with the Chairman of the Department of Physical Education, shall:

1. Determine policies and procedures governing the Hartwick College intercollegiate and intramural athletic program.
2. Make revisions in athletic policy whenever these seem required.
3. Receive from the Chairman of the Department of Physical Education in the latter's personal appearance a written report on the athletic program in each of the ten-week terms. This report shall be received as information.
4. Encourage and promote high standards of collegiate athletics and scholastic achievement.

Statement of Athletic Policy at Hartwick College

Intercollegiate and intramural athletics at Hartwick College are an integral part of the physical education program and, as such, of the overall educational program of the institution. Intercollegiate athletics serve as a laboratory in which students may gain practical experience as participants and observers.

The aims and objectives of the program are:

1. To provide an opportunity for participation in competitive situations where athletic skills can be utilized and further developed.

2. To provide opportunities for increased health and bodily prowess through the development of strength, endurance and neuromuscular coordination.

The athletic program involves intercollegiate and intramural sports for men and women. The athletic program is competitive in contrast to required physical education.

This program is meant to have a constructive influence on the students and not to exploit them for the benefit of the College or the Alumni.

Hartwick athletes are to be treated like all other Hartwick students as to admission, academic and social requirements. Recruitment and financial aid to athletes must be kept within the philosophy of the institution.

(Faculty Minutes, April 6, 1970)

D. Committees

See Article Five, Sections three and four in Faculty Rules of Procedure.

E. Convocations

The duties and responsibilities of the Convocations Committee include the planning, the promotion and execution of cultural activities of the College such as lectures, demonstrations, festivals of arts, etc., subject to certain budget limitations and in cooperation with the various departments as requested.

F. Faculty Salaries and Budget

The Committee on Faculty Salaries and Budget meets with the President and other members of the Administration to advise regarding matters which have financial implications for the College. Of particular concern to the Committee are:

1. The College operating budget
2. Guidelines for faculty increments
3. Plans for hiring of faculty, administration and staff.

(Faculty Minutes, April 9, 1973)

The Faculty has recommended to the Chairman of the Board of Trustees that the chairman of the Committee on Faculty Salaries and Budget serve ex officio on the Board's Committee on Finance.

The Faculty has further recommended to the Chairman of the Board of Trustees that another designee of the Committee on Faculty Salaries and Budget be appointed to the Board's Committee on Long-Range Planning.

(Faculty Minutes, October 27, 1971)

G. Individual Student Programs

The Committee on Individual Student Programs shall act for the Faculty in establishing policies and procedures for individually designed student programs for the degree. It shall act on proposals from students to establish their own special educational programs, which may involve modifications of the graduation requirements.

(Faculty Minutes, September 30, 1974)

H. Interdisciplinary and Non-Departmental Curricula

The function of this committee is to promote and encourage the development of interdisciplinary courses, regardless of when they occur. Specific functions include:

1. To solicit suggestions for interdisciplinary courses from all segments of the college community.
2. To recommend to the Faculty Council specific interdisciplinary courses to be offered for credit.
3. To prepare a budget to be given to the Dean of the College for submission to the controller.
4. To distribute its funds to the various interdisciplinary courses in accordance with their needs.
5. To work with the Dean of the College and Department Chairmen to find appropriate staff for interdisciplinary courses.
6. To evaluate interdisciplinary courses and modify its offerings if the evaluation so indicates.
7. To coordinate activities during interim terms.

I. Library

The Library Committee recommends policies regarding the operation of the Hartwick College Libraries. The Committee serves as liaison between the Faculty and those members of the Administration (including The Director of the Libraries) directly responsible for the Libraries.

J. Planning Council

The functions of the Planning Council shall be as follows:

1. To propose and review immediate and long range goals, programs, and priorities of the College.
2. To propose guidelines for the allocation of resources.
3. To suggest means to achieve the goals of the College.
4. To work with the Committee on Long Range Planning of the Board of Trustees.
5. To work with appropriate administrative offices, other faculty committees, and the faculty-at-large in developing the on-going master planning required by the New York State Regents.

In an effort to promote communication throughout the college community, meetings of the Planning Council shall be announced to the community in advance and shall be open to anyone wishing to attend. Agendas, when possible, shall be announced in advance to the college community. In an extraordinary case in which a closed meeting shall be deemed necessary, an affirmative vote by three-fourths of the voting members of the Planning Council shall be required to hold a closed meeting. Members of the college community attending regular meetings of the Council shall be entitled to speak to issues under consideration. Only the following shall be entitled to vote, however: The faculty members and students elected to the Council the President, the Dean of the College, the Chairman of the Faculty and the Vice President for Planning and Development who shall serve as ex-officio members in accordance with Section 2 of Article Five of the Rules of Procedure.

(Faculty Minutes, December 10, 1973
Amended, Faculty Minutes, February 24, 1975

K. Student Affairs

The Committee is to act on behalf of the faculty according to the Rules of Procedure in the Faculty Manual in regard to those aspects of student life which are not directly academic.

Among the responsibilities of the Committee are:

1. To act on requests from student organizations to the Dean of Student Services concerning significant changes in co-curricular, social, or recreational activities.
2. To cooperate with the Dean of Student Services in establishing and enforcing guidelines for disciplinary action.
3. To prepare for submission to the appropriate body or office any recommendation which the members feel would benefit student life.
4. To review regulations which govern student life.

(Faculty Minutes, April 19, 1971)

5. The editor and business manager of any student communication medium shall be selected by the staff at a time sufficiently in advance of the resignation of an officer to permit the new person to make a smooth transition in assuming responsibility. All such appointments shall be subject to approval by the Committee on Student Affairs. When a staff does not make a selection, or such a selection is not approved by the Committee on Student Affairs, other nominees for the position may be submitted by individual students, faculty members, Student Senate or other student and faculty groups.

(Faculty Minutes, May 16, 1973)

L. Teacher Education

The Committee on Teacher Education acts on behalf of the Faculty by:

1. Drawing up recommendations for the selection of student teachers.
2. Screening applicants for student teaching.
3. Developing, evaluating and promoting the Teacher Education Programs.

(Faculty Minutes, May 25, 1972)

CHAPTER X THE FACULTY MEMBER AS A TEACHER AND ADVISOR

A. Attendance at formal academic occasions

All faculty are required to participate in formal academic convocations such as the convocation at the opening of the College year, Honors Day and Commencement. On these occasions the proper cap, hood and gown appropriate to the highest degree must be worn. "An Academic Costume Code and Ceremony Guide" published by the American Council on Education is used by Hartwick College as the standard for its convocations at which academic regalia is required. Academic regalia may be purchased or rented through the Business Office.

B. Academic Load

The normal instructional obligation under the 3-3 Plus system is eight courses per year. In the case of laboratory sciences the load is normally six courses per year. A department chairman's load is reduced by one course per year.

Occasionally, as an emergency measure, faculty members may be requested to teach an extra course during the year. Such a course constitutes an overload for which compensation is received at the same rate as summer courses. Courses in excess of eight for the year, or six for the year in the case of the natural sciences, are considered overloads. As a matter of policy, overloads are discouraged. Overload assignments are determined jointly by the Chairman of the Department and the Dean of the College with the consent of the faculty member involved. The Dean of the College then recommends the overload to the President, after which the President makes it official by a letter to the faculty member concerned.

No claim for overloads will be recognized after the academic year for which the claim is made has ended.

C. The Teacher in the Classroom

1. Daily Class Schedule
   Most classes meet for three 80 minute periods a week on Monday, Wednesday, Friday, or two 120 minute periods on a Tuesday, Thursday cycle. There are six class periods on Monday, Wednesday, Friday at 8:00 a.m., 9:30 a.m., 11:00 a.m., 12:30 p.m., 2:00 p.m. and 3:30 p.m. On Tuesdays and Thursdays classes are held from 9:00 to 11:00 a.m., 12:30 p.m. to 2:30 p.m. , and 2:40 to 4:40 p.m.

2. Classrooms
   Classrooms are assigned by the Registrar of the College, who should be consulted before any change is made either in the time or place a class meets.

   Anyone wishing to use a classroom for any purpose after 5:00 p.m. or on weekends should secure clearance from the Director of Social and Auxiliary Activities.

3. No smoking is permitted in classrooms or laboratories.

4. Registration
Current students are registered in the spring for the following fall term of the academic year. Incoming freshmen and transfer students are registered during the summer.

Class rosters will be issued at the beginning of each term. Only students whose names appear on the roster should be admitted to class. Students and Faculty should check with the Registrar if there are any discrepancies. Revised class rosters will be issued after the first week of classes.

5. Attendance
Regular attendance at all classes for which he is registered is the responsibility of the student.

Each student is accountable for all work missed because of class absence. The instructor may request students to provide him with reasons for absence but he is under no obligation to make special arrangements for students who are absent.

In cases where prolonged illness jeopardizes the standing of a student in a course, he will be permitted to withdraw from the course without penalty, with the concurrence of the instructor and of the Committee on Academic Standards.

(Faculty Minutes, May 8, 1964)

6. Policy on Honesty
   a. Philosophy: No aspect of the College is of greater importance than the maintenance of the highest level of academic honesty and integrity. Faculty members, by the character of their private and professional lives, help to set standards which students will emulate. Most specifically, the tone which they set in their individual courses can help to establish an atmosphere in which probity and honesty are taken for granted. Faculty members can reduce opportunities for lapses from this level of integrity by alert and imaginative managing of quizzes and examinations, as well as reports and papers prepared outside the classroom.
   b. Procedure: When a faculty member has evidence of cheating on examinations or other exercises in the classroom, or when he has evidence of plagiarism or other cheating on reports and papers prepared outside the classroom, he shall immediately notify the student of the charge. The student shall, provided the allegation is sustained, receive a zero for the work in question.
   c. Definition: Cheating shall include copying from other students, use of books, notes or other devices, and communication of answers or parts of answers during an examination. In the case of reports or papers prepared outside the classroom, plagiarism occurs whenever a student submits as his own work any material taken from others, whether printed

or oral, without proper acknowledgement. Faculty members have the responsibility of indicating clearly to their classes the way in which this requirement is to be followed in any particular assignment. If collaboration between students is permitted in the preparation of reports, papers, or other assigned work, the faculty member assigning the work should make clear to the students just how much collaboration is permitted.

d. Penalty: A faculty member who charges a student with cheating or plagiarism shall immediately notify the Dean of the College of the nature of the episode. When, in his judgment, the Dean finds that the student did commit the offense, he shall notify the student in writing of the penalty. For the first offense the minimum penalty shall be a zero for the work in question. For a second offense the student shall receive an "N" for the course and shall be indefinitely suspended from the College. Each individual infraction shall be treated as a separate offense and the order of offense shall be the order of conviction rather than the chronological sequence of commission of offense. Such penalties shall be recorded in the student's file and, through appropriate notices, the suspension shall be publicized to the campus community.

e. Appeal: The student may ask for a review of the accusation, the evidence upon which it is based, or the penalty. The Dean of the College, the Chairman of the Division concerned, and a faculty member nominated by the student shall constitute the Review Board. The Board's decision is final.

(Faculty Minutes, May 10, 1965,
amended May 8, 1968)

7. Audio Visual Equipment

The following types of equipment are available from the Director of Audio Visuals:

Motion picture projectors	overhead and opaque projectors
film strip projectors	record players
slide projectors	tape recorders

The proper issuing of equipment requires one week's written notice to avoid conflicts in scheduling. Malfunctioning equipment should be reported immediately.

Equipment will be made available to student groups only on signature of the faculty advisor. The committee or individual responsible will be billed for any damage or breakage.

8. Final Grades

Grades used at Hartwick College are explained in the College Catalog.

Provision has also been made for written evaluations to be included on a student's grade report according to the following policies:

1. The providing of written comments on the student's work as an integral part of a grade will be an optional procedure left up to each instructor.

2. The written comment will be developed by each instructor as he sees fit, including possible consultation with the student.
3. Comment will consist of relatively brief, typewritten comments.
4. Comment will be submitted within one week after the end of the term to which the comment applies.
5. The instructor will identify by an asterisk opposite the student's name on the submitted grade roster the students for whom comments will be provided.
6. An asterisk will be placed on the computer-prepared grade report identifying courses for which comment has been provided.
7. The professor will provide the comment in duplicate, one copy for the Registrar, and one copy to the student.
8. The procedure for appeal concerning comments shall be the same as for appeal concerning letter grades, i.e., following standard appeal procedure to the Committee on Academic Standards.

(Faculty Minutes, March 8, 1971)

Grades for all students are to be reported to the Registrar within 48 hours after the completion of a term.

(Faculty Minutes, March 29, 1971)

It is assumed that when an instructor reports a final grade it is the result of his careful evaluation of a student's academic performance and that it is final. Consequently, after a grade has been reported to the Registrar, it may not be changed or corrected except by permission of the Committee on Academic Standards.

9. Faculty Offices

Each faculty member will be assigned to an office. Allocation of offices is made by the Dean of the College. Keys for offices are distributed by the Director of Safety and Security.

D. Comprehensive Examinations and Senior Theses

To graduate from Hartwick College, a student is required to complete an approved program of studies either by designing his own program through the Committee on Individual Student Programs or by completing a departmental or interdepartmental major area of concentration. A major area of concentration should not be viewed merely as an accumulation of credits. Opportunities should be provided which will encourage a student to think broadly about his area of concentration and its relationship to other areas, to synthesize his knowledge and experience within his area of concentration, and to learn the methodologies of a discipline. A student may achieve these goals in a variety of ways, such as seminars, theses, tutorials, and comprehensive examinations.

Since 1962 comprehensive examinations have been authorized at Hartwick College and a number of departments have given them to their majors. Regulations pertaining to comprehensive examinations have not been substantially modified since they were enacted in November 1962 and January 1963.

Departments which wish to require comprehensive examinations of all majors in a given area of concentration may do so with the approval of the Faculty Council. (All major requirements are reviewed and approved by the Faculty Council.)

A department has the responsibility of constructing, administering, and evaluating the comprehensive examinations; a department also has the responsibility of providing guidelines for students' preparation for the examination.

Comprehensive examinations are evaluated by several members of a department. A student's work is evaluated in the following categories: passed with honors, passed, or not passed. The evaluation judgment is entered on the student's transcript in the Office of the Registrar together with the date on which the examination was completed. A student may appeal the evaluative judgment to the Committee on Academic Standards in the same way as other grades.

The department has the authority to decide whether a student may graduate from the College with a major in the department if the student does not pass the examination. If passing the Comprehensive Examination is required for graduation, the student who has not passed the examination must be given the opportunity of retaking the examination at least twice; if passing the examination is not required, at least once.

Departments which wish to institute comprehensive examinations, to drop them, or to make a substantial modification in them must submit proposals to the Faculty Council for approval. The Faculty Council shall also from time to time review policies and practices concerning comprehensive examinations as followed by the various departments and may make recommendations for changes to the departments.

(Faculty Minutes, February 28, 1972)

E. Departmental Honors

A student who, at the time of his graduation, has met one of the following standards may be awarded his degree with honors in his major field of study:

1. Earned an over-all average of 3.5 or higher in the courses constituting his major program and has an over-all cumulative average of at least 2.75 or
2. Passed the Comprehensive Examination (when offered in his department); with the grade of A-, or honors or the equivalent, and has an over-all cumulative average of at least 2.75 and a cumulative average in his major of 3.0 or higher, or
3. Submitted a senior thesis (when required by his department) which has received the grade A- or honors, or the equivalent, and has a cumulative average of at least 2.75 and a cumulative average in his major of 3.0 or higher.

Departmental Honors shall be awarded upon the recommendation of the department. Suitable notice of departmental honors is to be entered on a student's permanent record and also his diploma or on an appropriate certificate.

(Faculty Minutes, May 25, 1972)

F. The Teacher as Advisor

Among the important functions of a teacher are those of academic advising and academic counseling. Faculty members must provide office hours at regularly scheduled times and in addition provide for such individual appointments as may be necessary.

In the academic advising and counseling process, the advisor's signature on schedule cards indicates approval of program and responsibility for errors. The advisor should:

1. Schedule courses in sequence to meet graduation requirements.
2. Keep a cumulative record or checklist folder for each advisee.
3. Help students to work up to their maximum capacity.

CHAPTER XI THE FACULTY MEMBER AS AN EMPLOYEE

A. Ranks

There are five academic ranks in the College Faculty: Senior Professor, Professor, Associate Professor, Assistant Professor, and Instructor. A part-time faculty member does not hold any of the above academic ranks.

The title "Lecturer" is used to designate a part-time teacher who is called upon to teach less than a full-time load. A Lecturer is not considered a member of the regular faculty and is not expected to attend faculty meetings.

When a faculty member retires from Hartwick College, he may be elected by the Board of Trustees, upon the recommendation of the President, to the rank of Professor Emeritus if he has served at Hartwick College for at least fifteen years and at the time of his retirement he holds the rank of associate professor or professor. When a faculty member retires from the Hartwick College Faculty, he may be elected by the Board of Trustees, upon the recommendation of the President, to the rank of Senior Professor Emeritus if he holds the rank of Senior Professor at the time of his retirement.

(Adopted by Board of Trustees, October 4, 1968)

B. Conditions and Terms of Employment

Full-time members of the faculty are obligated to be available for service to the College from September 1 to the end of the academic year.

During a faculty member's probationary period, Hartwick College follows the "Standards for Notice of Nonreappointment" as endorsed by the AAUP:

"Notice of nonreappointment, or of intention not to recommend reappointment to the governing board, should be given in writing in accordance with the following standards:

1. Not later than March 1 of the first academic year of service, if the appointment expires at the end of that year; or, if a one-year appointment terminates during an academic year, at least three months in advance of its termination.
2. Not later than December 15 of the second academic year of service, if the appointment expires at the end of that year; or, if an initial two-year appointment terminates during an academic year, at least six months in advance of its termination.
3. At least twelve months before the expiration of an appointment after two or more years in the institution."

Section 3002 of the New York Education Law requires institutional personnel to sign a statement indicating support of the Constitution of the United States and New York State. According to state law the statement must be kept on file at the College and must be available to public inspection and submission to the Commissioner of Education at his request. The statement is as follows:

> I do hereby pledge and declare that I will support the Constitution of the United States and the Constitution of the State of New York, and that I will faithfully discharge the duties of the position of (title) according to the best of my ability.

C. Academic Freedom and Tenure

Hartwick College subscribes to "The 1940 Statement of Principles of Academic Freedom and Tenure" of the American Association of University Professors, a recognized standard in the field of higher education. The Hartwick College Board of Trustees voted on January 18, 1949, to approve the principles and procedures of the Statement as stated below:

1. Academic Freedom
   a. "The teacher is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution."
   b. "The teacher is entitled to freedom in the classroom in discussing his subject, but he should be careful not to introduce into his teaching controversial matter which has no relation to his subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of appointment."
   c. "The College or university teacher is a citizen, a member of a learned profession, and an officer of an educational institution. When he speaks

or writes as a citizen, he should be free from institutional censorship or discipline, but his special position in the community imposes special obligations. As a man of learning and an educational officer, he should remember that the public may judge his profession and his institution by his utterance. Hence he should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that he is not an institutional spokesman."

2. Academic Tenure
   a. "After the expiration of a probationary period, teachers or investigators should have permanent or continuous tenure, and their services should be terminated only for adequate cause, except in the case of retirement for age, or under extraordinary circumstances because of financial exigencies."

      "In the interpretation of this principle, it is understood that the following represents acceptable academic practice:
      1. The precise terms and conditions of every appointment should be stated in writing and be in the possession of both institution and teacher before the appointment is consummated.
      2. Beginning with appointment to the rank of full-time instructor or a higher rank, the probationary period should not exceed seven years, including within this period full-time service in all institutions of higher education, but subject to the proviso that when, after a term of probationary service of more than three years in one or more institutions, a teacher is called to another institution, it may be agreed in writing that his new appointment is for a probationary period of not more than four years, even though thereby the person's total probationary period in the academic profession is extended beyond the normal maximum of seven years. Notices should be given at least one year prior to the expiration of the probationary period, if the teacher is not to be continued in service after the expiration of that period.
      3. During the probationary period a teacher should have the academic freedom that all other members of the faculty have.
      4. Termination for cause of a continuous appointment or the dismissal for cause of a teacher previous to the expiration of a term appointment, should, if possible, be considered by both a faculty committee and the governing board of the institution. In all cases where the facts are in dispute the accused teacher should be informed before the hearing in writing of the charges against him and should have the opportunity to be heard in his own defense by all bodies that pass judgment upon his case. He should be permitted to have with him an advisor of his own choosing who may act as counsel. There should be a full stenographic record of the hearing available to the parties concerned. In the hearing of charges of incompetence the testimony should include that of teachers and other scholars, either from his own or from other institutions. Teachers on continuous appointment who are dismissed for reasons not involving moral turpitude should receive their salaries for the remainder of the

contract period, from the date of notification of dismissal whether or not they are continued in their duties at the institution."

At Hartwick College the above policy is implemented as follows:

1. A teacher without previous experience will receive notice in writing no later than December 15 of his sixth year of full-time service at the rank of instructor or higher rank if he will not receive tenure. He will be offered a terminal contract for the year following notification.

2. A teacher with one year of previous experience will receive written notice no later than December 15 of his fifth year of full-time service at Hartwick College if he is not to receive tenure. He will be offered a terminal contract for the year following notification.

3. A teacher with two years of previous experience will receive written notice no later than December 15 of his fourth year of full-time service at Hartwick College if he is not to receive tenure. He will be offered a terminal contract for the year following notification.

4. A teacher with three or more years of previous experience will receive written notice no later than December 15 of his third year of full-time service at Hartwick College if he is not to receive tenure. He will be offered a terminal contract for the year following notification.

When considering a person for tenure the procedures below are followed by the Committee on Appointments, Tenure and Promotion:

1. Contact should be made with candidates to determine if they want to be considered for tenure. If the individual does not want to be considered, such statement should be in writing.

2. Each fall, the names of all candidates for tenure that year should be published to the College Community, thereby inviting anyone in the campus community who wishes to do so to submit relevant comments on the candidates.

3. All tenured members of the department shall be requested to submit their written views regarding candidates to the Chairman, who will forward them, together with his recommendation to the Committee.

4. The Committee shall solicit comments regarding the candidates from other faculty members and students.

(Adopted by the Committee, March 1971)

The following policy pertains to the percentage of faculty members who may be tenured:

1. No more than seventy-five per cent of the members of an academic department shall be tenured. However, if a person is eligible for tenure

and a Department has no room for him or her, the following procedure shall apply:

a. A person who has served full time on the Hartwick College Faculty for the required number of years so that he or she must be considered for tenure and who is in a department which does not have room for any additional tenured members, may elect to be a candidate for a contract to be renewed annually for a term of four years to extend beyond the normal probationary period. If an individual elects to be considered for such an arrangement, his or her candidacy shall be considered in the same manner as persons under consideration for tenure. If it is decided that the individual would not receive tenure even if there were room for him or her under the 75% limitation, he or she will receive notice of separation from the College under policies already established.

b. If he or she is deemed to be eligible for tenure but there is no room for him or her in the department, he or she shall be extended a contract which shall be annually renewed for four years. Under such an arrangement the only items negotiable from year to year during the four years will be the individual's salary and rank. Such an individual may be dismissed during the four-year term only because of financial exigency or for cause, in which case proper hearings will be conducted.

c. If a tenured position should become available during the four-year period specified in point b, the individual shall be considered for the position. If he or she is not awarded tenure, he or she shall still have the opportunity of remaining at the College until the end of the four-year period specified in point b, and thereafter no contract will be offered.

d. If no tenured position becomes available before September 1 of the person's fourth year under the kind of contract specified in point b, he or she shall be notified whether another contract renewable for four years will be issued.

(Approved by Board of Trusteees, October 4,1974)

2. Special consideration may be given in departments in which there are tenured persons who are within five years of retirement.

3. When determining the percentage of persons on tenure the following persons shall be included in the computations:
   a. active, full-time teaching faculty
   b. full-time teaching faculty on leave
   c. librarians

4. When determining the percentage of persons on tenure the following persons shall be excluded from the computations:
   a. part-time faculty
   b. administrators with faculty membership
   c. temporary appointees replacing full-time faculty members on leave

(Adopted by the Board of Trustees, October 6, 1972, amended October 10, 1974)

Criteria taken into account when considering a candidate for tenure include the following:

1. Effectiveness in teaching
2. Command of one's field
3. Continued scholarly growth
4. Effective service to students and the College, e.g.,
   a. Cooperation with colleagues
   b. Participation in departmental and committee activities
   c. Service as advisor to students
   d. Community service
5. Possession of the appropriate terminal degree

(Minutes of the Committee on Promotion and Tenure, September 21, 1970)

Additional information regarding the granting of tenure and the Committee is in the Faculty Rules of Procedure, Article Six.

D. Retirement

1. Members of the Faculty and Administration shall retire on September 1 next following the attainment of age 65.

2. The new policy shall apply to all present members of the Faculty and Administration below the age of 60 on September 1, 1972.

3. Persons who were members of the Faculty and Administration and who were age 60 or older on September 1, 1972 shall be covered by rules which were in effect at that time. These rules are:
   a. Faculty members shall retire on September 1 next following the attainment of age 65.
   b. Employment beyond age 65 may be granted by the College on a year-to-year basis through a written request submitted to the President each year, subject to approval.
   c. Retirement becomes mandatory at age 70.
   d. The College, at its expense, may require medical examinations after age 65 to determine the capacity of an individual to render further service.

4. These policies do not preclude the possibility of appointing someone who has retired from another institution or organization or former members of the Faculty or Administration who have been retired from Hartwick College for at least one year.

(Adopted by the Board of Trustees, February 4, 1972)

E. Outside Employment

Outside employment by faculty and administration during the academic year is discouraged by the College and is subject to review by the President of the College.

F. Salaries

1. The following schedule represents the average faculty compensation (salary and fringe benefits) for each rank at Hartwick College for the 1974-75 academic year, as compiled and reported by the American Association of University Professors in The Chronicle of Higher Education, June 9, 1975:

Professor	$21,300
Associate Professor	18,100
Assistant Professor	14,600
Instructor	12,400

2. Payroll Procedure
Faculty members are paid in twenty-four equal installments from September through August. Social Security and withholding tax deductions must be taken from salary paid each pay day. Pension plan, health insurance, and major medical deductions are also made each pay day. Salary checks are issued by the Bursar on the 15th and last day of each month.

G. Summer Sessions Policies

Faculty personnel may teach one of the two five-week terms in any given summer session. They will be guaranteed the salary in a contract issued in the spring.

Course Sequence -- courses are to be selected by the Dean of Special Programs, in consultation with the Dean of the College.

Faculty who will not return for the next academic year may not teach in the summer sessions.

Payment for summer session teaching is made at the end of each session after the grades have been received by the Registrar.

Salary for senior professors and professors is $300 per credit hour. The salary for instructors, assistant and associate professors is $275 per credit hour.

H. Fringe Benefits

1. Pension Plan and Retirement
The Hartwick College Pension Plan is fully vested, and the contracts are the property of the individual. The College makes available both Teachers Insurance and Annuity Association, a guaranteed annuity, and College Retirement Equities Fund, a variable annuity. All members of the Faculty and Administration are required to participate in the College Retirement Plan.

The Faculty member's contribution is 5% of the base salary. Faculty members may elect to have this 5% in the form of a Tax Sheltered Annuity. Details

of the Tax Sheltered Annuity are available in the office of the Vice President for Financial Affairs.

The College's contribution is a total of 11%, including Social Security (currently Social Security is 5.85% on the first 14,100 in 1975).

To provide more flexibility in pension planning, TIAA-CREF's rules and procedures were changed on July 1, 1971, so that annuity premiums may be allocated between the two plans in any proportion.

Faculty employed before September, 1964, have a choice of either Equitable Life Assurance Society Insurance Plan under the Pension Trust established in 1946 or TIAA-CREF.

2. Group Life Insurance
The College provides all full time faculty and administrative employees group life insurance, covering Life and Accidental Death and Dismemberment Insurance in amounts equal to the annual base salary, adjusted to the next higher multiple of $1,000 if not alreay a multiple of that amount, with a maximum of $40,000.

This program is underwritten through the Prudential Insurance Company of America. A certificate of Insurance and schedule of benefits is furnished to each employee at the time of employment.

3. Health Insurance
The College provides a base health and medical program including a schedule for normal dental work plus the addition of Major Medical. The cost of this program for a single person is paid for by the College. A married person pays $15.50 with the balance of the program being paid for by the College. A detailed brochure is available in the Business Office.

4. Disability Insurance
Through Teachers Insurance and Annuity Association, Hartwick College provides disability insurance at no expense to the employee. The plan provides that after an employee is totally disabled for six consecutive months, he will be paid per month 50% of the first $1,500 of his salary and 40% of the salary above $1500 per month but not more than $1500 per month as long as the disability continues. In no event will the monthly income benefit be less than $50.00

Those persons covered under the TIAA Disability Program will be paid full salary by the College during the first six months of disability, after which time the College will cease payment and the employee will be paid through the Disability Program.

The College will require a request for disability in writing from the employee and a physician's certificate stating that the employee is disabled.

The Disability Program is based on an employee's monthly salary computed on a twelve month basis. If a faculty member should become permanently disabled during a vacation period, (for example, a summer when he has no teaching duties) time which counts toward the initial six-month period of disability begins immediately.

During the period when the employee is paid by the TIAA Disability Program, the program provides for continuation of his and the college's contributions to TIAA-CREF retirement program.

The portion of the monthly income and the monthly waiver benefit payable by TIAA during the period of continued disability will be increased each year by 3% compounded annually, beginning with the first day of the calendar month next following 18 months of continuous total disability.

(Adopted December 1971)

5. Tuition Credit Program

The tuition for children of full-time faculty, administration and administrative staff who attend Hartwick College is remitted. Admission standards are the same as for other students.

Hartwick College Faculty are eligible to participate in the Tuition Exchange, an organization of colleges which remits tuition of faculty children. Further information about Tuition Exchange is available in the Dean's Office.

In the event children of full-time faculty, administration and administrative staff do not attend Hartwick or a college which is a member of Tuition Exchange, Hartwick will give a cash grant equal to the College's tuition or the tuition of the host college, whichever is smaller.

Whether a student is benefiting from Hartwick remission of tuition or a cash grant, any scholarship or tuition, up to the amount of the student's benefit under Hartwick's Tuition Credit Program, of whatever source or nature, must immediately upon receipt be given to Hartwick College.

Benefits under Tuition Exchange or cash grants will be for no more than four undergraduate academic years or the equivalent; there is no time limitation for the remission of Hartwick tuition.

Hartwick remits tuition to the spouse of any full time member of the faculty, administration or administrative staff without any limit.

Notice shall be given one year in advance of an impending request for remission of tuition, Tuition Exchange or a cash grant. Prior notice is not necessary to receive remission of Hartwick tuition as a part time student not rooming at the College.

All requests are initiated through the office of the Vice President for Financial Affairs.

These benefits will not be reduced except under extraordinary circumstances because of financial exigencies. Should Hartwick College's philosophy change, benefits under the Tuition Credit Program may be lowered by establishing another program for new eligible employees, and by attrition.

(Adopted by Board of Trustees, May 8, 1970)

Tuition for Children of Deceased Tenured Faculty and Administrators

If a tenured member of the faculty or an administrator with five or more years of service at Hartwick College dies while under contract at Hartwick College, his children shall be eligible for remission of tuition, less any scholarships, at Hartwick College. Such students would not be eligible to participate in the Tuition Exchange Program or the program of giving cash grants to students who attend colleges other than Hartwick. Admission standards are the same as for other students. Students wishing to live in college housing may do so, only if there are rooms available by paying the costs in effect at the time.

(Adopted by Board of Trustees, February 4, 1972)

6. Research Grants

a. Purpose and Procedure

Research endowment funds have been established by the Board of Trustees and President of the College. The funds are administered by a joint Board-Faculty Committee.

The Research Committee wishes to encourage research and, if possible, publication by members of the College faculty. The Committee is prepared to provide funds for worthwhile projects and to assist faculty in obtaining funds from outside sources. Applications for such assistance should be submitted to the Dean of the College (twenty copies) and should include the following information:

(1) Applicant's name
(2) Personal data, including education, professional experience and publications.
(3) Title of the proposed research project
(4) General significance of the project. (Since the application will be reviewed and evaluated by people outside the applicant's field, every effort should be made to explain this in language accessible to the layman.)
(5) Plan of procedure, stated as completely and specifically as possible, including dates when the project is expected to begin and end.
(6) Other sources and possible sources of support for the project.
(7) Other information which might help the Committee evaluate the project.
(8) Bibliography
(9) Budget. Itemize this as completely as possible, distinguishing between expendable items and permanent purchases.

These applications must be submitted by the following dates:

For the October meeting by September 15
For the February meeting by January 15
For the May meeting by April 15

The applicant will be invited to appear before the Committee to explain his request.

When a grant is made, it is expected that the project will begin within the year. At the end of the project, any unspent surplus must be returned to the Committee, but it is not necessary to spend all the money granted within the year. If the project turns out to continue beyond the year, annual progress reports should be submitted in time for the Committee's May meeting.

b. What can be covered

Grants may be awarded to support independent scholarly research or other creative activity without restriction as to discipline or area of interest. In the past, support has been given to such projects as the following:

"Changes in Ego Identity Status in Freshman Year"
"Production of Single Concept Film Loops in Physics"
"Hilbert Space Over Hypercomplex Numbers"
"Analysis of Musical Compositions of Hendrik Andriessen"
"Government and Politics in Renaissance Venice"
"Visual Aids and Teaching of Ceramics"

A complete list of the grants which have been made is available in the Dean's Office. These listings, of course, do not constitute binding precedents, but they will give some idea of the variety of projects which may be approved.

Money may be granted to pay, wholly or in part, for such items as materials, equipment, clerical and technical assistance, travel, and living expenses away from Oneonta. Money may be provided as salary supplement for ordinary living expenses only when outside sources require matching grants from the College, and not in grants made entirely from Hartwick funds. As a rule, money will not be granted for typing and preparation of manuscripts, though exception might be made for helping with very heavy demands of a large-scale project.

It should be pointed out that funds are limited. It will sometimes be possible to provide only partial support (seed money, for instance, or finishing-up money) even for allowable expenses of a good project.

c. Publication

In general, money will not be granted to pay for expenses of publication, except in the case of fees charged by learned journals. Where exception is made to this rule, the grantee must agree to reimburse the College for money so granted out of profits (if any) earned by the publication. A form specifying the precise terms of this agreement will be provided by the College. Essentially, the grantee gets his own costs back first. Then, the College gets its grant money refunded. Finally, any further proceeds are divided between the College and the grantee in a proportion to be agreed on.

d. Acknowledgements
Publications or other public communications resulting from research supported by Hartwick College should duly acknowledge that support.

e. Further education
In general, the Committee will not support research or other work towards advanced degrees or the further formal education of the applicant.

f. Student Research Help
The Committee will provide funds for stipends and room and board for a few students each summer to do research in conjunction with a member of the faculty. Since this requires special budget arrangements, faculty members contemplating projects involving such student help must submit plans indicating the nature of the project and a tentative estimate of the number of students required to the Dean of the College by September 15. At its October meeting, the Committee will determine how many stipends will be available and which projects are to be approved for the following summer. By April 15, final proposals must be submitted to the Dean. These proposals must contain the names of the students for whom stipends are requested together with statements by each of the students explaining their own educational aims in taking part in the research project. At its May meeting, the Committee will make a final determination, which students in which projects are to be granted stipends.

Whether and how much academic credit should be granted to students taking part in such research projects (in which case, presumably, charges for tuition will be made) is not in the province of the Committee, and application for such credit should be made through other appropriate channels.

(Adopted by the Board of Trustees, Committee on Research, May 4, 1972)

7. Membership in Professional Societies
The College will pay the dues of full time faculty members in one professional society in their major field. Dues slips are sent to the Dean of the College for approval. Every full time faculty member is expected to be a member of a professional society which publishes a journal.

8. Attendance at Professional Meetings
To encourage attendance and participation in professional meetings, the College will aid in paying expenses of faculty members who attend such meetings according to the following policies:

a. Full expenses shall be paid if a faculty member is requested by the Dean of the College to represent the College at a professional meeting.

b. Three-fourths of the expenses shall be paid per meeting if a faculty member attends a professional meeting for his own benefit. There shall be established each year, depending upon budgetary limitations, a limit to the amount of money which a faculty member may draw upon for that year. The limit per faculty member shall be 1 1/2% of the total budget item for professional meetings, the current figure is available in the Dean's Office.

c. Full expenses shall be paid if a faculty member presents a paper, serves on a program, or serves as a state, regional or local officer in a professional organization. There shall be established each year a limit to the amount such a faculty member may draw upon for the year. That limit shall be 2% of the budget item for professional meetings. No person shall ordinarily be eligible to exceed a total of 2%, combining points b and c. The current figure is available in the Dean's Office.

d. If more money than the limit is needed, the faculty member may apply to the Dean of the College for additional funds. His decision shall be based on the importance of the meeting, frequency with which the individual has drawn upon the fund, distance of the meeting, and availability of funds.

The authorized forms for expenses for professional meetings may be obtained from the Dean of the College and must be submitted to that office for approval. Notice should be given to the Dean in advance of travel to professional meetings.

(Faculty Minutes, February 10, 1970)

9. Moving Expenses

Hartwick College will assist persons moving to Oneonta from a distance of more than forty miles to assume an administrative or teaching position by paying 75% of such persons' moving expenses or $250, whichever figure is the smaller. Moving expenses are those incurred by hiring a common carrier and cover personal and household goods. The policy does not cover personal transportation such as airfare, bus fare or mileage for personal car.

I. Promotions

In the promotion of faculty members and the granting of tenure, the President receives recommendations from the Faculty Committee on Appointments, Tenure and Promotion. The Committee receives recommendations through the Dean of the College from the Department Chairmen concerning promotion and tenure of faculty members.

Advancement in rank or administrative promotion is not merely a matter of routine or seniority. It shall be based primarily on merit.

Every faculty member below the rank of professor shall have his services periodically examined with a view to promotion. The evaluation of such service shall be in terms of teaching competence and effectiveness, command of one's field, scholarly growth, and service to students and the College and possession of appropriate terminal degree.

Part-time positions, and certain non-instructional positions, are not to be governed by the established promotional policy. Policy relative to such positions is to be developed by the administration, subject to the approval of the Board of Trustees.

Every faculty member has the right to take up questions of promotion and tenure directly with the President of the College.

J. Leaves

1. Sick Leave
Sick leave credit is earned at the rate of one day per month except during periods of leave without pay. This adds up to 12 days per year. These credits begin to accumulate as soon as the employees begin work and may accumulate to a maximum of 6 months except that no employee is considered as having less than 12 days credit when he starts to work. All sick leave credits are earned. In cases of using advanced sick leave, these are earned (repaid) after the employee returns to work. A physician's medical report may be required for absences extending five days or more. Sick leave may not be taken in less than half day units.

(Became effective July 1, 1958; amended December 1971)

2. Leave of Absence
Leaves of absence, without pay for one year or less, are encouraged by Hartwick College where such absences contribute to the faculty member's growth and professional advancement.

Requests for leaves of absence must be made to the President of the College and approved by the Board of Trustees Committee on Education.

When planning leaves of absence, the faculty member makes known his objectives, in writing, to the Administration.

The faculty member should work with the Administration in seeking a replacement during the contemplated period of absence.

The College guarantees the job security of the faculty member during his leave of absence.

No more than one faculty member from any department may be on leave at any one time.

3. Sabbatical Leave
For the purpose of engaging in serious study in his own or related field or to complete research in progress, a sabbatical leave may be granted to a member of the Hartwick College Faculty.

a. A faculty member is eligible for a sabbatical leave if
(1) He has served full time at Hartwick College for at least six years, excluding time on leave of absence.
(2) He has served at least two years immediately prior to a sabbatical leave.
(3) He has been under tenure at Hartwick College for at least one year.
(4) He normally holds the terminal academic degree appropriate to his discipline.

b. Salaries and Fringe Benefits
   (1) A faculty member may be granted a sabbatical leave for one ten-week term. For that academic year he will receive his full base salary, plus fringe benefits. If the term selected is the Fall Term, the December Term may be included in that leave period.
   (2) A faculty member may be granted a sabbatical leave of two ten-week terms. For that academic year he will receive three fourths of his annual base salary, plus fringe benefits. If the terms selected are the Fall and Winter Terms, the December Term may be included in that leave period.
   (3) A faculty member may be granted a sabbatical leave for an entire academic year at one-half of his annual base salary, plus full fringe benefits.

c. No outside employment by a faculty member on sabbatical leave is permitted during the regular academic year, although he is encouraged to apply to outside sources for financial grants to aid in research or to enable him to travel.

d. Salary payment from Hartwick College is proportionately reduced in the event that a faculty member receives a grant from an outside source which, when combined with his Hartwick College salary payment, provides him with living expenses in excess of his base salary. This provision refers only to living expenses and not to financial grants for research and travel.

e. A faculty member is expected to return to Hartwick College for at least one year after completion of a sabbatical leave.

f. Usually no more than one member of a department may be on leave at one time.

g. The number of sabbatical leaves which may be granted during one academic year is conditional upon the availability of funds and replacement personnel. The instructional program of the College must not be adversely affected by the granting of sabbatical leaves.

h. Procedure
   (1) A faculty member who desires to be considered for a sabbatical leave shall write his proposal according to the following form:
      (a) Applicant's name
      (b) Personal data, including education, professional experience, and publications
      (c) Purpose of the leave
      (d) Expected results from the leave
      (e) Plan of procedure in terms as complete and specific as possible, including dates when the leave is expected to begin and end.
      (f) Other sources of support for the leave
      (g) Other information which will help the Education Committee of the Board of Trustees to evaluate the request for a leave.
      (h) Date when the Committee will receive a detailed report of the results of the leave
   (2) Fifteen copies of the proposal shall be submitted for his consideration and recommendation to the Dean of the College by November 1 of the year preceding the year for which the sabbatical is requested.

Additional copies of the proposal shall be sent to the President of the College and the department chairman for their consideration and recommendation.

(3) The proposal shall be submitted to the Joint Board-Faculty Committee on Education for final decision.

(Adopted by the Board of Trustees, February 7, 1969)

4. Leave for Reason of Pregnancy
Pregnant members of the Faculty and Administrative Staff may take a leave of absence, without pay, beginning with the term nearest to the fifth month of pregnancy. They will receive accrued medical leave plus continuance of fringe benefits.

K. Faculty Resignations

When a faculty member decides that he will not return to Hartwick College for the next academic year, he should discuss the matter with his department chairman and/or the Dean of the College. A formal letter or resignation should be addressed to the President of the College.

Letters of agreement are issued on March 1 of each year and are due back in the President's office on April 1. If a letter of agreement is not returned by April 1, it will be assumed that the faculty member does not plan to return for the next academic year (beginning September 1) and that he has in effect resigned. In such cases, faculty members are requested to state in writing that they do not plan to return.

If a faculty member has signed a letter of agreement and subsequently wishes to leave the College before that period covered by the letter has expired, he should arrange to discuss the matter with his department chairman, the Dean of the College, and the President. A formal request to be released from his letter of agreement should be addressed to the President. Only in unusual circumstances should a faculty member ask to be released from his letter of contract. He is reminded of the following statement of ethics prepared by the Association of University Professors: "When considering the interruption or termination of his service, he (the teacher) recognizes the effect of his decision upon the program of the institution and gives due notice of his intentions." The Statement on Recruitment and Resignation of Faculty Members defines due notice as "no later than May 15 or 30 days after receiving notification of the terms of his continued employment the following year, whichever date occurs later." It recognizes that emergencies may occur, in which case "the faculty member may ask the appropriate officials of his institution to waive this requirement; but he should conform to their decision."

L. Nepotism

No person, who otherwise meets the qualifications for a position on the faculty or staff of Hartwick College, shall be excluded from consideration because of a relationship by blood or marriage to any member of the faculty, staff or Board of Trustees.

No position on the faculty or staff of Hartwick College shall be filled until appropriate measures have been taken to bring the vacancy to the attention of potential applicants who are not related to members of the faculty, staff or Board of Trustees. However, temporary, part-time positions, and full-time positions which need to be filled on a temporary basis to meet an emergency due to illness or some other extraordinary contingency, may be filled without giving formal notification to persons outside the Hartwick community.

In any case involving a decision concerning the hiring, promotion, tenure, dismissal, or salary of a specific employee of Hartwick College, no relative (by blood or marriage) of that employee shall participate in that decision.

(Adopted by Board of Trustees, May 1972)

CHAPTER XII HARTWICK COLLEGE LIBRARY

Detailed information about requesting books and other library materials is contained in the Hartwick College Faculty Library Manual. Copies of other publications with information about Hartwick's library and other libraries in the region and book and periodicals request forms are available in the library.

CHAPTER XIII STUDENT LIFE

A. General Statement of Policy of Hartwick College with Reference to Speakers and Performers Appearing on the Campus by Invitation of Recognized Student Groups

Hartwick College adheres to the following guiding principles in dealing with the matter of speakers and performers appearing on the campus by invitations of recognized student groups:

1. A speaker or performer may appear on the college campus on invitation extended by a duly recognized student organization, regardless of whether or not his point of view is congenial to the College.
2. In issuing invitations, student organizations are expected to keep in mind that the purpose of such visits is to contribute to the aims and objectives of Hartwick College. The prime responsibility for ensuring that this purpose is served rests on the sponsoring organization.
3. All engagements shall be scheduledthrough the Student Services Office. The Convocations Committee may be consulted on matters of publicity. (See C Below)
4. An institution and its student body are associated in the public mind with views expressed on its campus. Sponsoring organizations, therefore, should exercise care and prudence in their choice of speakers and performers.
5. The invitation to outside speakers or performers must always represent the desire of a recognized student group.

B. Policy for Scheduling and Arranging for Events on the Hartwick Campus

1. Between the hours of 8:00 a.m. to 5:00 p.m., classrooms in all buildings, the Slade Auditorium, the Saxton Lecture Hall, the Binder Physical Education Center and the Center for the Arts are scheduled through the Registrar's Office. After 5:00 p.m. these areas are scheduled through the Director of Social and Auxiliary Affairs.
2. When placing items on the Calendar, the Director of Social and Auxiliary Affairs will insure that academic departments or campus groups are apprised of activities already scheduled with which there is or may be a conflict of time, place or audience.
   a. Persons who control and direct activities planned for the Yager Museum will clear the proposed events with the Director's Office before any public announcements are made.
   b. Persons who control and direct activities planned for the Binder Physical Education Center will clear the proposed events with the Chairman of the Department of Physical Education before any public announcement is made.
3. The sponsoring Hartwick agency for any campus event and more particularly those held in the Slade Auditorium, the Saxton Lecture Hall, the Binder Physical Education Center and the Center for the Arts are primarily responsible for the conduct of the event. The sponsor will insure the following items are accomplished through the Director of Social and Auxiliary Affairs at least one week prior to the date:
   a. Notify Director of Security of time and place
   b. Notify Maintenance Office of time and place
   c. Notify proper authority of equipment or personnel required, such as electric pointer, projectionist, microphones, etc. With respect to other locations, similar arrangements will be made by the sponsor.
   d. Insure that items 1,2, and 3 are accomplished and equipment is in place prior to the critical hour.
   e. Authorize either Security or Maintenance to open buildings, start elevators, etc., based on dates and times approved.
4. The sponsoring Hartwick Agency will provide Public Relations with details of press releases, etc., at least one week prior to the date.
5. The sponsoring group will see that equipment used for the event is completely removed from the classroom or auditorium immediately after the event to insure the facility being ready for use by the next group.

(Approved by Executive Council, May 24, 1968)

C. Regulations of Hartwick College Regarding Conduct on Campus and Other College Property Used for Educational Purposes

In compliance with Article 129A of the Education Law of New York State, the Hartwick College Board of Trustees, at a regular meeting held at Oneonta, New York, on October 3, 1969, affirmed and approved the action of the Executive Committee in amending the statement and regulations listed below.

The National Commission on the Causes and Prevention of Violence in its report stated: "Our Colleges and universities cannot perform their functions in an atmosphere that exalts the struggle for power over the search for truth, the role of passion over the rule of reason, physical

confrontation over rational discourse."

Hartwick College exists for the free pursuit of truth and for the intellectual and moral responsibilities of its students. Every member of the Hartwick College Community -- students, faculty, trustees and administration -- have the responsibility of safeguarding the freedom of all to learn by preserving orderly conditions for the exercise of that freedom in the classroom and on the campus.

The rights of free speech and lawful assembly are fundamental to both the democratic process and the academic process. The right of all members of the Hartwick College Community to express their views freely by word or action is recognized providing that the obligation to maintain upon the campus an atmosphere conducive to academic work and freedom and to respect the rights of all individuals is observed.

Any act by an individual, or group of individuals, which obstructs teaching, research, administration, disciplinary proceedings, guest speakers, recruiting on campus by industry or the government, or any authorized college activity will be subject to disciplinary action.

Conduct by any individual, or group of individuals, students, faculty, or visitors, which infringes on the civil, personal or property rights of others will not be tolerated. This includes any action which, by use of force, obstructs the educational program and other college activities, illegal occupation of college buildings, destruction of college property, or the property of others, or impedes the free flow of traffic anywhere on campus.

Violators of these regulations will be subject, if students, to the range of disciplinary action under the Student Court or by appropriate college officials, extending from warning through probation, loss of college granted financial aid, to suspension or expulsion. Faculty or other college employees will be subject to suspension, termination of employment, or other appropriate action. The seriousness of the penalty will depend upon the matter of the disorder, the extent of property damage, and the degree of injury to the rights and persons of others.

Visitors, licensees, invitees or others on campus who violate these regulations will be requested to leave the campus. Upon their failure to do so, they shall be ejected from the campus by the use of police or other civil authorities if necessary.

The decision whether or not to seek an injunction of a civil court or to call in the police or other civil authorities will be made by the President or his designee. He shall, when time and circumstances permit, consult in advance with representative student, faculty, trustee and administrative staff members.

D. Statement on "Teach-Ins"

1. College and university authorities should permit such meetings to be held in college auditoriums if the rooms are not otherwise engaged and if a responsible organization is in charge of maintaining order.
2. Debate and discussion should be presided over by a moderator who has standing in the academic community, and who assures that opportunity will be given to both sides to be heard.
3. The "teach-in" will not interfere with the regular operations of the university; faculty members will see that classes are met as usual, and students will attend classes and perform their other academic duties. Participation in a "teach-in" cannot be considered a valid excuse for absence or neglect of academic responsibilities.
4. Students and faculty will be expected to conduct themselves as civilized citizens, and police action will not be invoked unless there is wanton destruction of property, physical violence to participants, or open incitement to the overthrow of the government by force.

(Recommended by AAUP; adopted by Faculty January 3, 1966)

E. Entertainment of Students

Entertaining of student groups in faculty and administrative homes, as well as picnics sponsored by faculty members, is encouraged. Department Chairmen are especially urged to entertain majors (particularly seniors) from time to time.

The chairman should control the funds from his department budget and allocate them accordingly and judiciously regarding the entertainment of students.

Bills should be submitted to the Director of Business Affairs and Budget promptly and all bills should be specifically itemized.

CHAPTER XIV BUSINESS PROCEDURES

A. Purchase Requisitions

Each department should have a supply of purchase requisitions. When materials, supplies, or equipment are needed, a blank should be filled out, showing the quantity, catalog number (if any), a description of item(s) desired, and the name and address of suggested vendor or vendors. The requisition should be signed by the chairman of the department, who will forward the requisition to the Business Office. When the requisition is approved, the Business Office will prepare the purchase order and mail it to the vendor. After the merchandise has been received, it will be forwarded to the department ordering same, to be checked.

The bill will also be forwarded to the department head for approval. The department chairman should check the quantity, quality, and price before

approving same. The bill must then be returned promptly to the Business Office for payment.

The Business Office maintains catalogs which may be used in planning purchases.

Absolutely no purchases are to be made by anyone without going through the proper channels and business procedures. If purchases are otherwise made, bills will not be honored by the College and goods will be returned or the individual making the purchase will be responsible for payment.

B. Maintenance Requests

When alterations or repairs are needed, a written request should be submitted to the Maintenance Office. Requests will be taken care of in the order of their receipt, except in an emergency.

C. Mail

All members of the faculty are provided with mail boxes.

Inter-office envelopes and stationary are to be used for messages within the institution.

D. Faculty Secretaries

There are faculty secretaries to take care of work required by the Faculty. Work should be submitted well in advance of when it is needed. Saxton Undergraduate Fellows and laboratory assistants are not to be used for secretarial purposes.

CHAPTER XV DATA PROCESSING CENTER

The College Data Processing Center, located in the basement of Arnold Hall, is open weekdays from 9:00 a.m. until 10:00 p.m. The General Automation 18/30 System features 32K, 20M words disk, 10M words tape, and accepts Fortran IV, Assembler, and RPG.

A variety of statistical and scientific subroutines is available. Faculty or students with projects in mind are urged to consult with the Director of Data Processing and Systems during the planning stage.

Test scoring and evaluation service is also available to faculty. Please make advance arrangements with the Operations Manager.

CHAPTER XVI SOCIAL ACTIVITIES

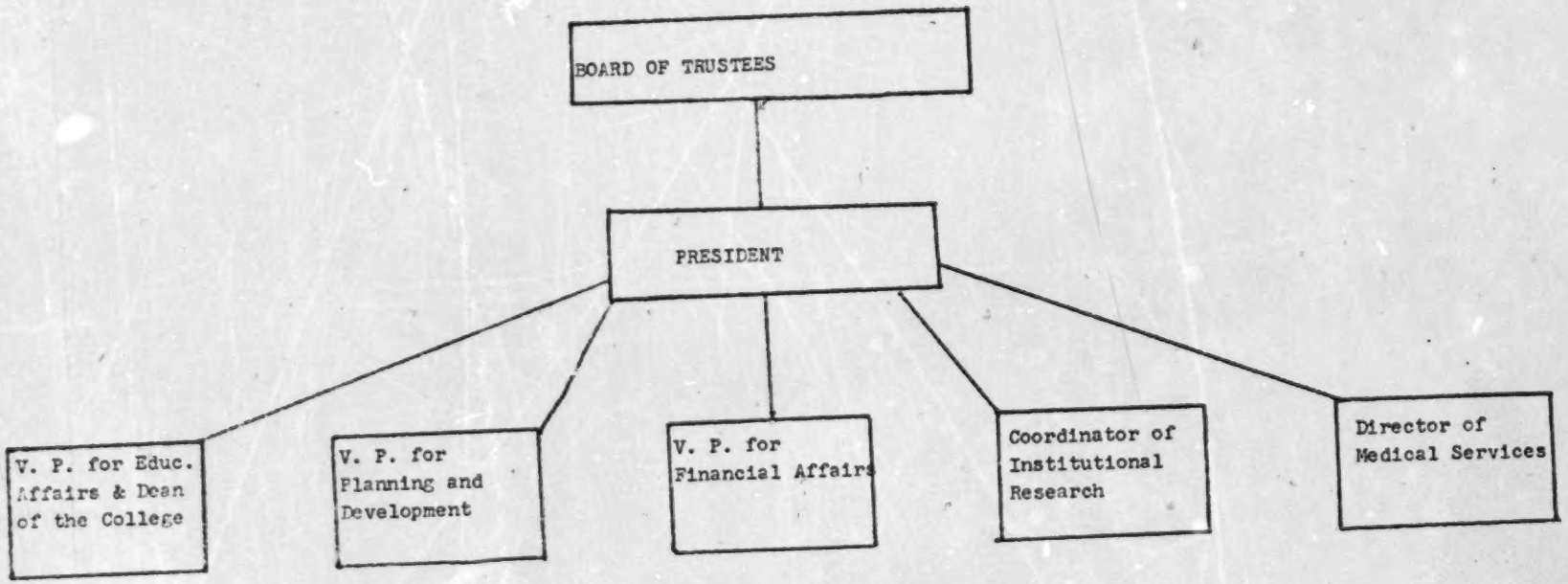
The master registry of activities is maintained in the Office of the Director of Social and Auxiliary Activities and includes: social functions, organizational meetings, field trips, concerts, convocations, athletic activities and any other organized function requiring the use of college facilities or including college personnel. See Section XIII above.

CHAPTER XVII MOTOR VEHICLE REGULATIONS

All parking and traffic rules apply to students and Hartwick College employees. A full statement of motor vehicle regulations may be found in the Manual of College Policies. All faculty and administrative personnel are urged to know the regulations and are required to abide by them.

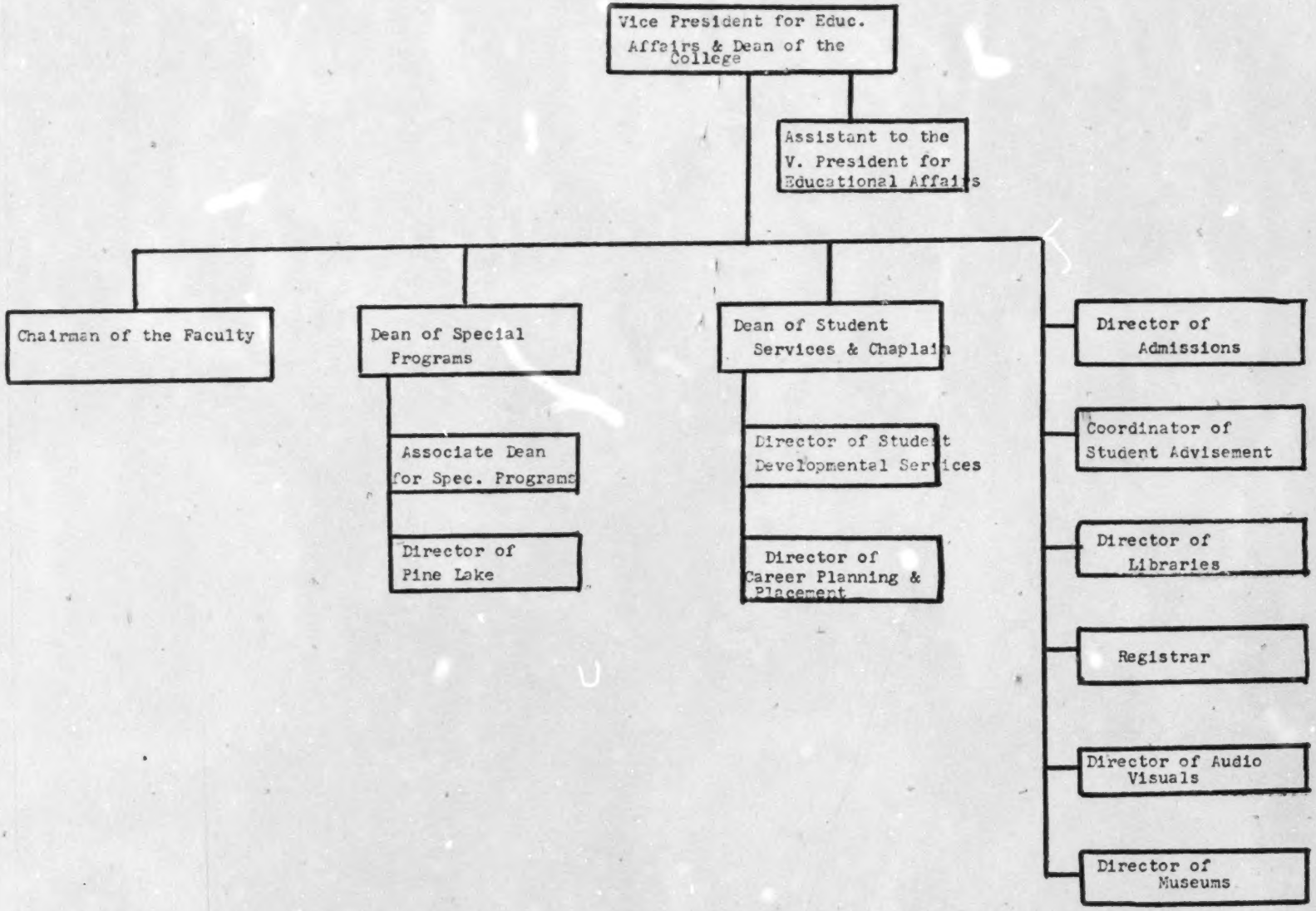
APPENDIX ONE

ORGANIZATION CHART OF HARTWICK COLLEGE


BOARD OF TRUSTEES
PRESIDENT
V. P. for Educ. Affairs & Dean of the College
V. P. for Planning and Development
V. P. for Financial Affairs
Coordinator of Institutional Research
Director of Medical Services

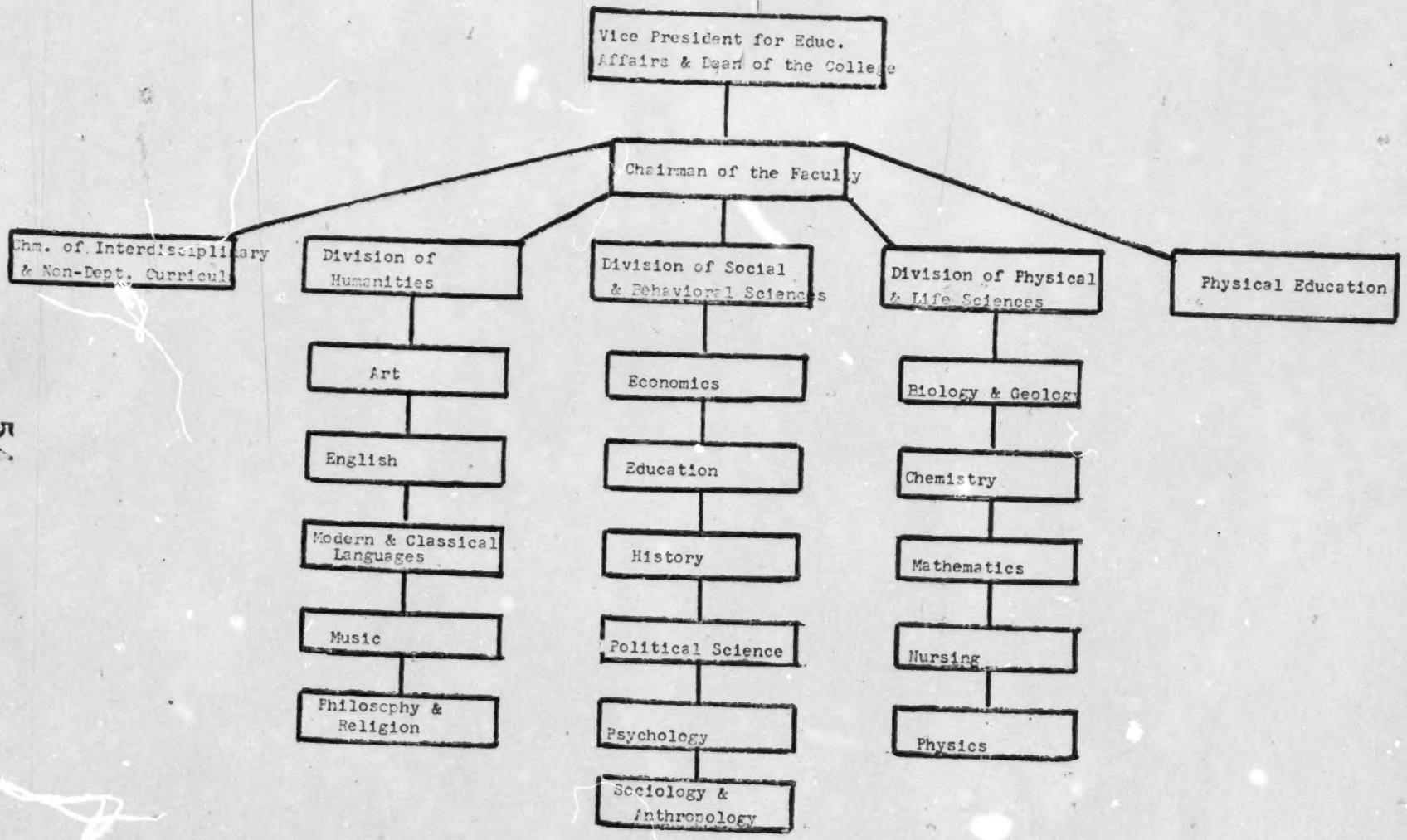
APPENDIX TWO

ORGANIZATION CHART OFOFFICE OF VICE PRESIDENT FOR EDUCATIONAL AFFAIRS & DEAN OF THE COLLEGE


Vice President for Educ. Affairs & Dean of the College
Assistant to the V. President for Educational Affairs
Chairman of the Faculty
Dean of Special Programs
Associate Dean for Spec. Programs
Director of Pine Lake
Dean of Student Services & Chaplain
Director of Student Developmental Services
Director of Career Planning & Placement
Director of Admissions
Coordinator of Student Advisement
Director of Libraries
Registrar
Director of Audio Visuals
Director of Museums

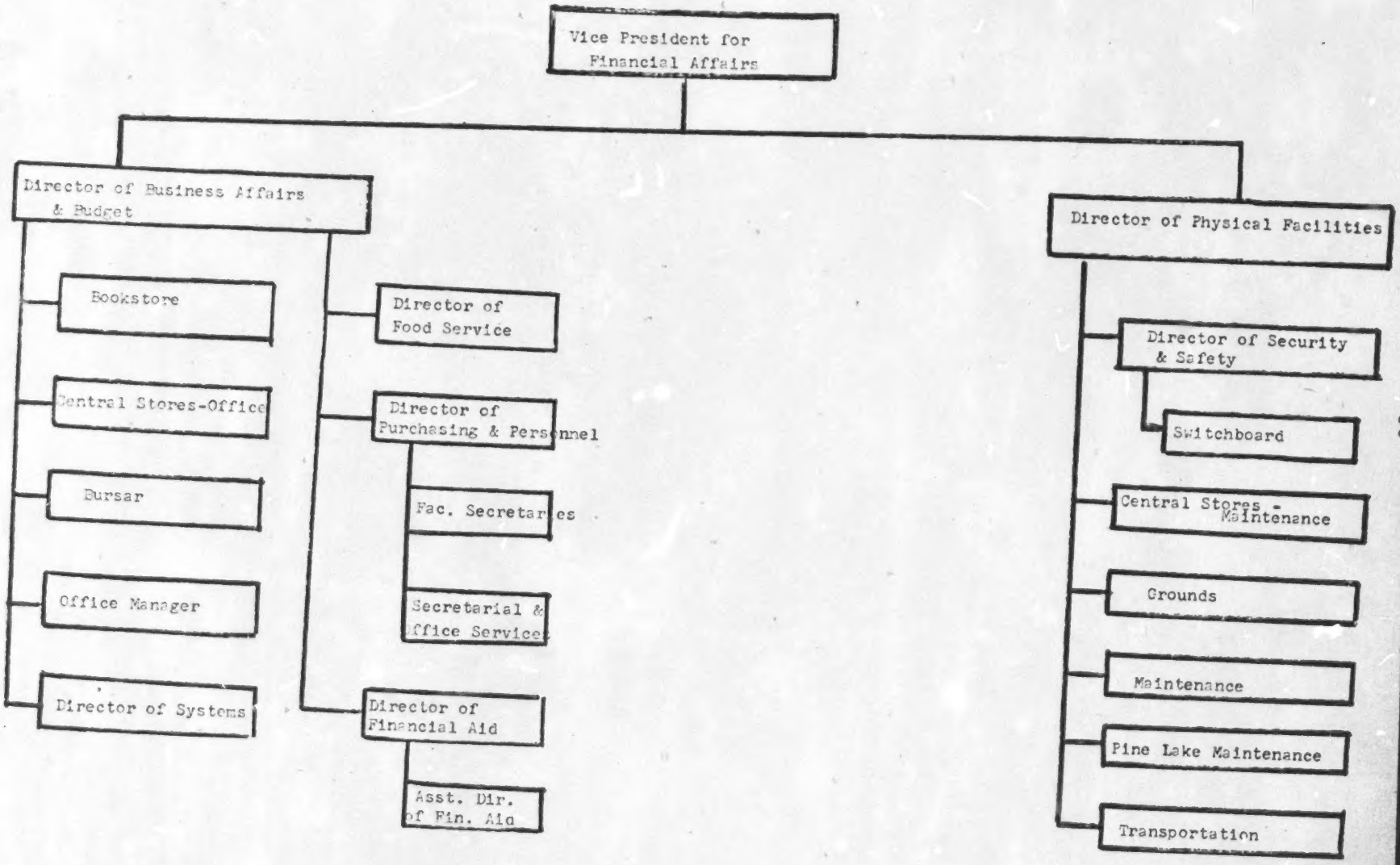
APPENDIX THREE

FACULTY ORGANIZATION OF HARTWICK COLLEGE



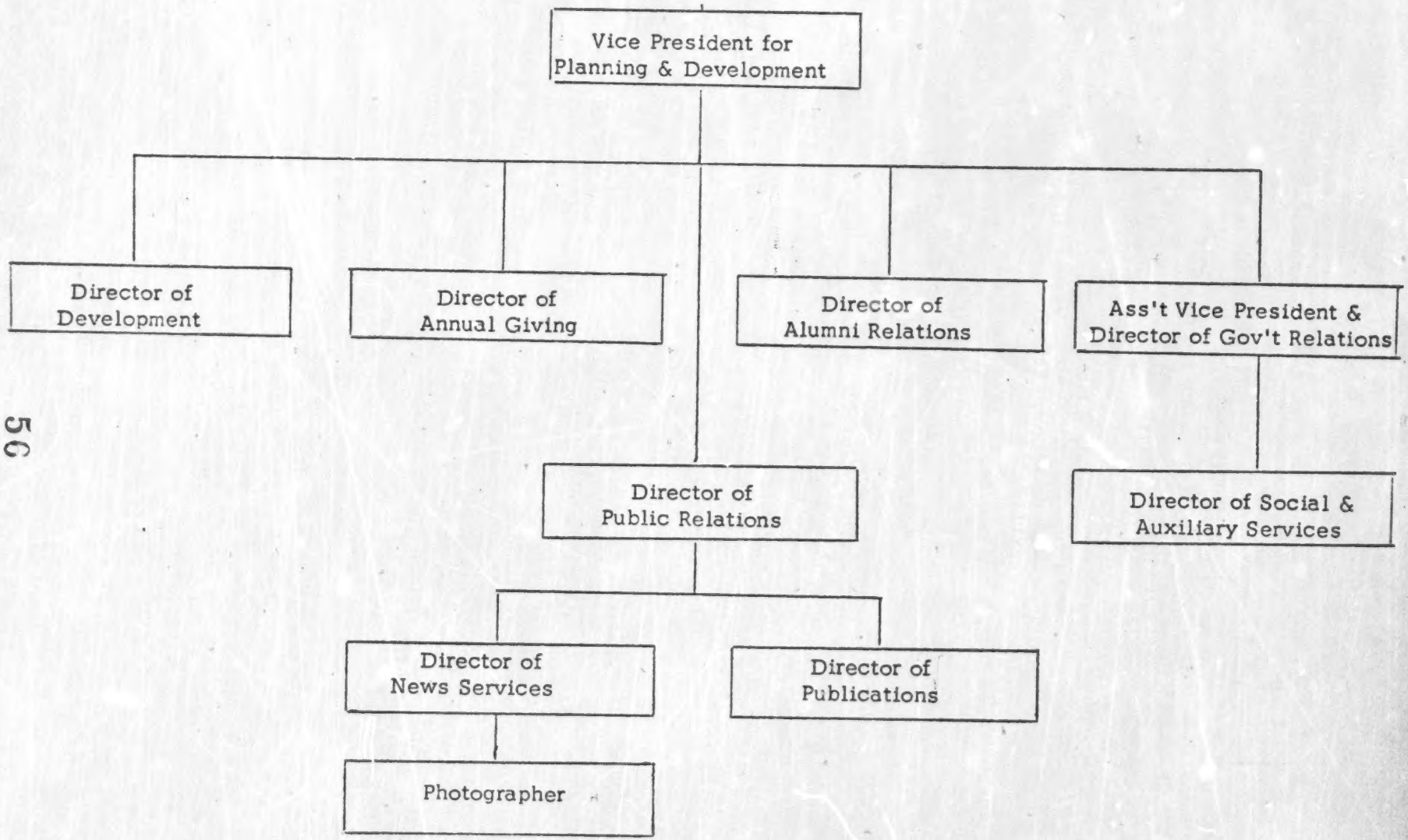
APPENDIX FOUR

ORGANIZATION CHART OF THE OFFICE OF VICE PRESIDENT FOR FINANCIAL AFFAIRS



APPENDIX FIVE

ORGANIZATION CHART OF OFFICE OF VICE PRESIDENT
FOR PLANNING AND DEVELOPMENT


Vice President for Planning & Development
Director of Development
Director of Annual Giving
Director of Alumni Relations
Ass't Vice President & Director of Gov't Relations
Director of Public Relations
Director of Social & Auxiliary Services
Director of News Services
Director of Publications
Photographer

INDEX

A

Academic Advising 25
Academic Freedom and Tenure 26
Academic Load 20
Academic Standards Committee 15
Admissions & Financial Aid Com. 15
Appointments, Tenure & Promotion Committee 13
Athletic Committee 11,16
Athletic Policy 16
Attendance, Classroom 21
Attendance, Formal Academic Occasions 20
Attendance, Professional Meetings 36
Audio Visual Equipment 22

B

Board of Trustees 1

C

Chairman of the Faculty 2
Chairman of Interdisciplinary and Non-Departmental Curricula 5
Chairman of Departments, Responsibilities 4
Classrooms, Assignment of 20
Class Schedule, Daily 20
Committee on Committees 11,17
Conditions and Terms of Employment 25
Convocations Committee 17

D

Data Processing Center 45
Dean of the College and V. P. for Educational Affairs 1
Departmental Honors 24
Director of Social and Auxiliary Activities 20,42
Disability Insurance 32
Divisions 8
Division Chairmen and Vice Chairmen 9

E

Ecclesiastical Ballot 8
Employment, Outside 30
Entertainment of Students 44
Examinations, Comprehensive 23

F

Faculty Amendments 14
Faculty Authority 3
Faculty Council 9
Faculty Departments 4
Faculty Meetings 7
Faculty Membership 3,6
Faculty Officers 7
Faculty Offices 23
Faculty Organization 8
Faculty Rules of Procedure 6
Faculty Salaries and Budget Com. 17
Final Grades 22
Fringe Benefits 31

H

Health Insurance 32
Honesty, Policy On 21

I

Individual Student Programs Com. 18
Interdisciplinary and Non-Departmental Curricula Committee 10,11,18

L

Leaves, Absence 38
Pregnancy 40
Sabbatical 38
Sick 38
Library Committee 11,18
Library, Hartwick College 41
Life Insurance, Group 32

M

Mail 45
Maintenance Requests 45
Membership in Professional Societies 36
Motor Vehicle Regulations 46
Moving Expenses 37

N

Nepotism 40

O

Organizational Charts 47

P

Payroll Procedure 31
Pension Plan and Retirement 31

Planning Council 12,18
President of the College 1
Promotions 37
Publication 35

R
Ranks, Academic 25
Registration 21
Requisitions 44
Research Grants 34
Resignations, Faculty 40
Retirement 30

S
Salaries 31
Secretaries, Faculty 45
Secretary of the Faculty Council 10
Smoking Policy 21
Social Activities 42,46
Special Committees 13
Standing Committees 10,14
Student Affairs Committee 19
Student Life 41
Student Representation 11
Summer Sessions Policy 31

T
Teacher Education Committee 10,12,19
Teacher in the Classroom 20
Teach-Ins 44
Tenure 27
Theses, Senior 23
Trustee Committees 11
Tuition Credit Program 33
Tuition Exchange 33

V
Vice President for Educational Affairs, See Dean of the College
Vice President for Planning and Development 10